How to Apply to be a Note Taker

1. Select the “Note Takers” icon the Main Menu

2. A new page will display, welcoming you to the ADS Note Taker Module. Select “Profile” from the menu items at the top of this page to continue.
3. Log in using your UMD credentials.

4. A new page will display with your Note Taker Profile information. Please complete all fields to ensure your information is accurate.
5. Once you have completed your profile, select “Next ” to continue.

6. A new page will appear, that displays the ADS Confidentiality Statement for Note Takers.
7. Once you have read the ADS Confidentiality Statement for Note Takers, check the box at the bottom of the page, confirming your understanding. Select “Next” to continue.

8. A new page will display, prompting you to select which classes you would like to sign-up to be a note taker for.
9. Place a check mark in the box next to each course you aspire to be a note taker. Once selected, hit “Next”.

10. A new page will appear, prompting you to upload sample notes for the selected classes.
11. Your application to become a note taker will not be complete until a sample note has been uploaded for each class you aspire to become a note taker for.
   a. To upload your sample note right now, select “I am ready to upload my sample notes” to move forward.
   b. If you do not have a sample note to upload at this time, you will be required to upload them before your application can be officially completed. Select “I do not have sample notes, what can I do?” to learn more information.

12. You will be directed to a new page within the Online Portal System, prompting you to upload sample notes for each individual course you have applied to be a note taker.
   a. Please review the “How to Upload Sample Notes” instructional handout for more detailed information.

Please check our website, www.counseling.umd.edu/ads/notetaking, to review our instructional guides as well as our FAQs in the menu above.

Should you have any additional questions please contact ADS Note Taking Staff, adsnotetaking@umd.edu.