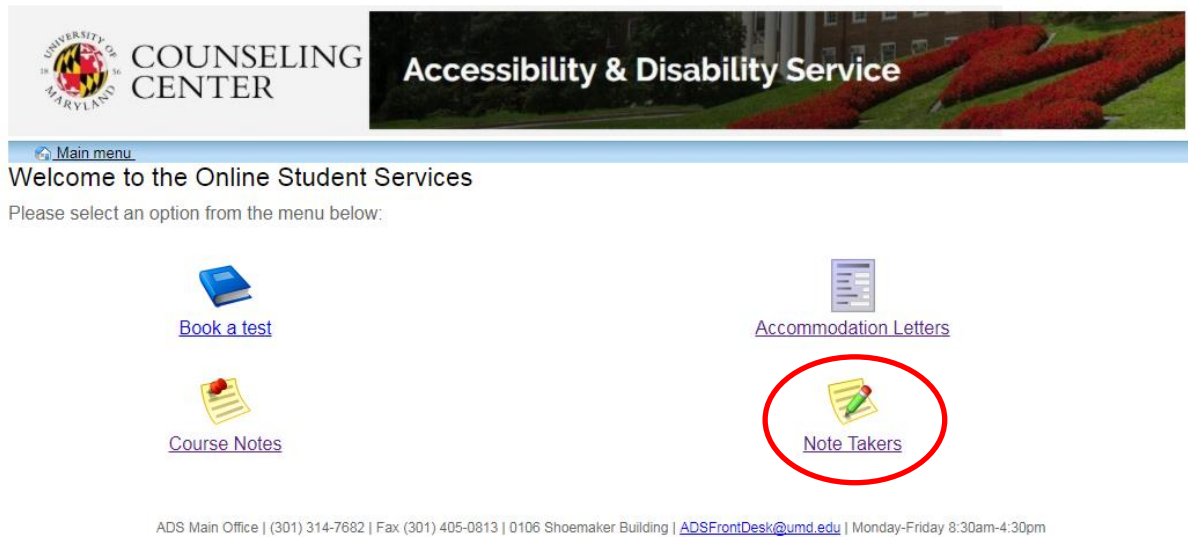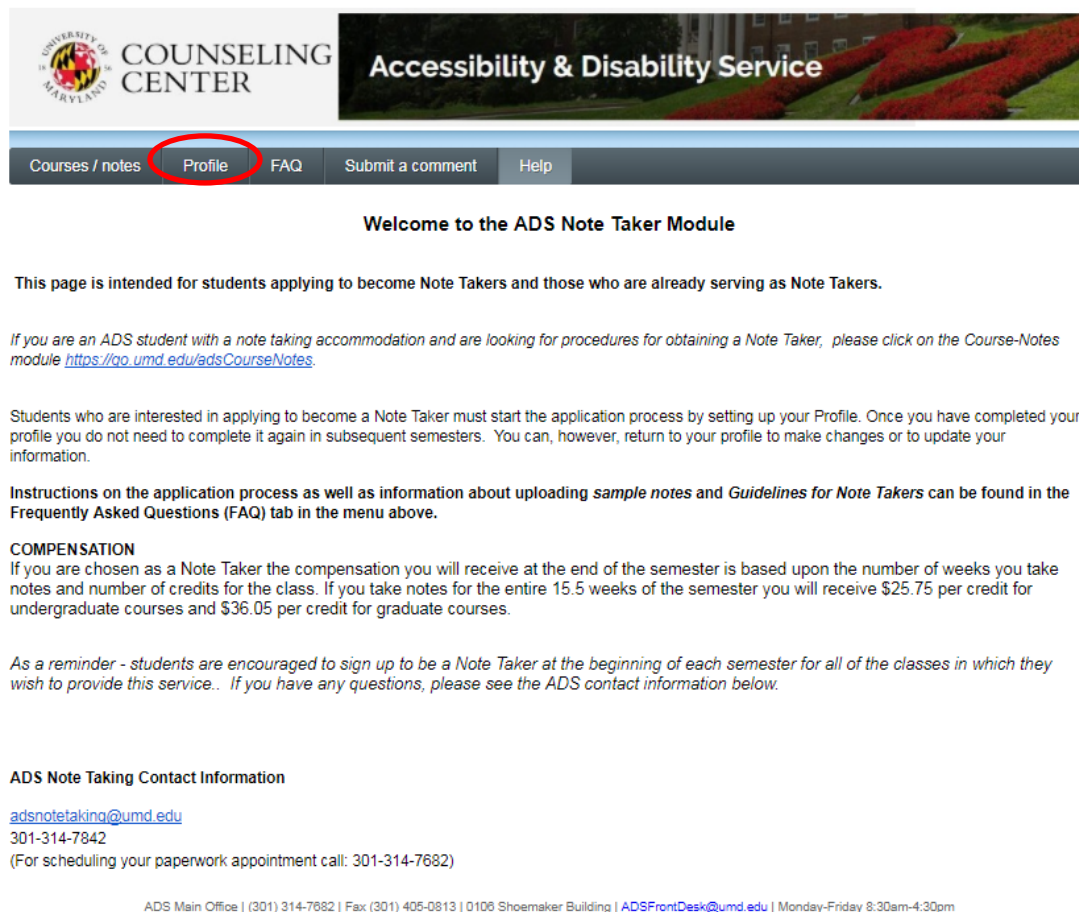# How to Apply to be a Note Taker

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.

UNIVERSITY OF MARYLAND Central Authentication Service (CAS)

Directory ID

Password

☐ Don't Remember Login

Log in

For security reasons, please log out and exit your Web browser when you finish accessing services that require authentication.

The Division of IT will never ask you to put your password into an email message, but scammers will. Do not share your password with others!

› Forgot your password?

› Forgot your ID?

› Need help?

4. A new page will display with your Note Taker Profile information. Please complete all fields to ensure your information is accurate.

COUNSELING CENTER — Accessibility & Disability Service

og out

Please fill in your registration information in order to create your account:

Step 1: Update Profile
Step 2: Agreement
Step 3: Courses
Step 4: Upload your sample notes

Profile

First name: _____   Last name: _____

Student number: _____

School email: _____

Alternate email: _____

adsnotetaking@umd.edu

☑ Mailing address is primary   ☐ Permanent address is primary
Mailing address: Permanent address:

ADS Note Taking

Phone (Home): _____

Phone (Alternate): _____

Next   Cancel

ADS Main Office | (301) 314-7682 | Fax (301) 405-0813 | 0106 Shoemaker Building | ADSFrontDesk@umd.edu | Monday-Friday 8:30am-4:30pm

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.