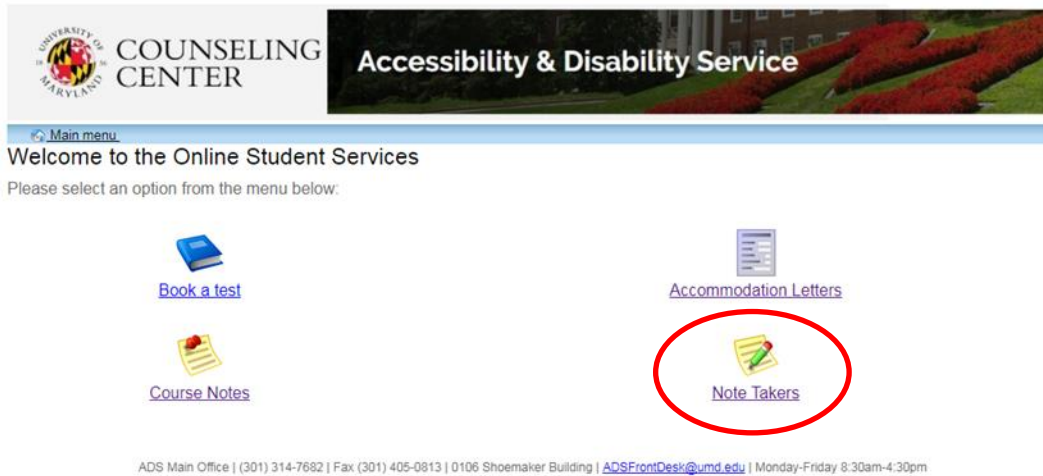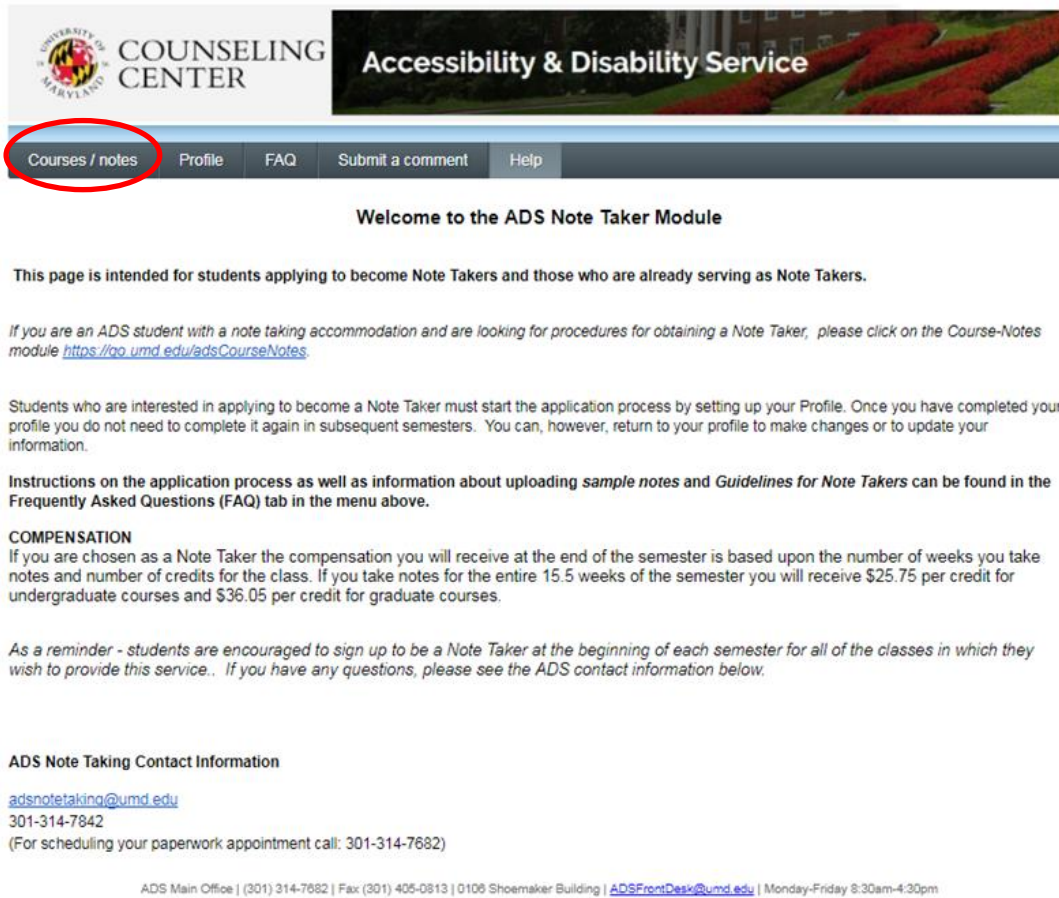# How to Add Additional Classes to Your Note Taker Application

1. Select Note Taker from the Online Portal Main Menu.

2. A new page will display, welcoming you to the Note Taker module. Select the "Course/Notes" icon to continue.

3. Within the Courses/notes section, all courses you have currently applied to be a note taker for. Below this list, is a button entitled "Add a new potential course". Click this button to begin adding additional classes.

4. A new page will display, listing any additional course(s) you are enrolled in, but have not currently applied to be a note taker for.

5. Place a check-mark next to any course(s) you wish to add to your previously selected courses eligible to become a note taker for. Once the check mark is listed, select the "add selected course(s) button to continue.

6. You will be redirected back to the original Courses/Notes page. Any new classes will now be displayed within your course listing.

7. Upload your sample notes to complete your application for any new course(s) added.
   a. For instructional information about uploading your sample notes, please see the "How to Upload Sample Notes" document.

Notetaker Courses

Courses

Show term: Summer Session 2017 ▾ Refresh

My courses	I have been selected	My lecture notes
HLTH 377Lecture 0101	No	**Upload sample notes**
HLTH 371Lecture 0201	No	**Upload sample notes**
KNES 461Lecture 0101	No	**Upload sample notes**
PHSC 415Lecture 0101	No	**Upload sample notes**
MIEH 400Lecture 0102	No	**Upload sample notes**
MIEH 400Discussion/Recitation 0102	No	**Upload sample notes**

Add a new potential course

I am no longer available to take notes for the following course:
▾ Remove this course

Confidentiality Agreement Reminder

Accessibility and Disability Service (ADS)
Confidentiality Statement for Note Takers

As an approved Note Taker for the Counseling Center's Accessibility and Disability Service (ADS), I understand that:

- I will not access any personally identifiable information via documents, files, data, notes, records, electronic materials or verbal information relevant to any student with whom I am sharing course lecture notes.

- ADS will not disclose the identity of any student with whom I am sharing notes. If a student's identity is revealed to me, I will take the necessary measures to protect and safeguard their identity and associated information.

- I will not seek to access personally identifying information for any student with whom I am sharing lecture notes.

- I will not reveal the identity or any information to others about why and with whom I am sharing notes.

- Failure to meet expectations regarding confidentiality as outlined in this agreement may result in the termination of my appointment as an approved Note Taker and removal from the approved Note Taker roster.

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