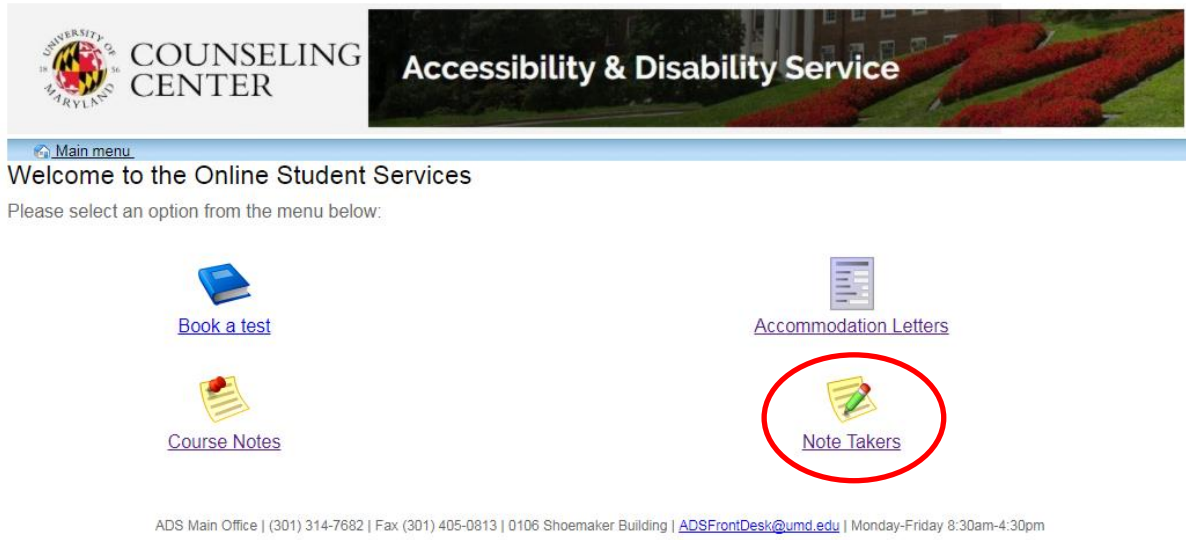


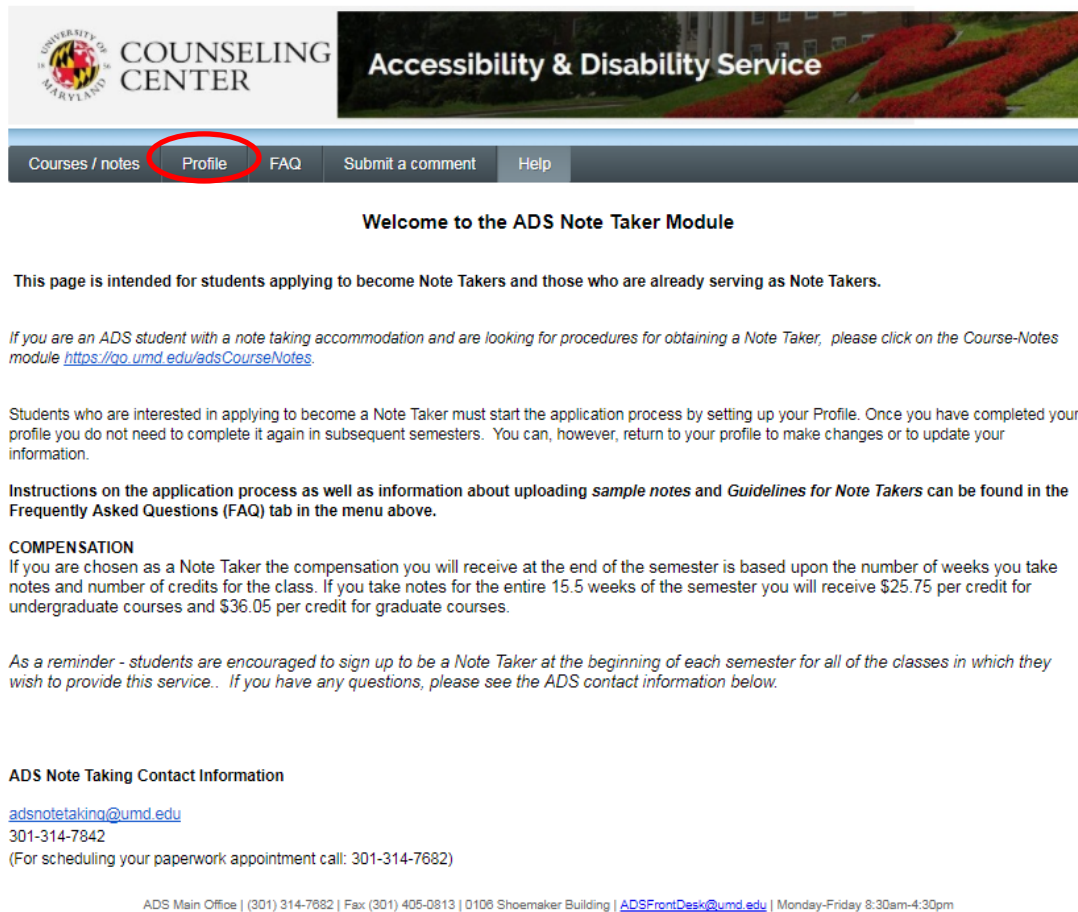
How to Apply to be a Note Taker

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



The screenshot shows the website header with the University of Maryland Counseling Center logo and the title "Accessibility & Disability Service". Below the header is a navigation bar with a "Main menu" link. The main content area displays a "Welcome to the Online Student Services" message and a prompt to "Please select an option from the menu below:". Four menu items are shown: "Book a test", "Accommodation Letters", "Course Notes", and "Note Takers". The "Note Takers" link, which includes a notepad icon, is circled in red. At the bottom, contact information for the ADS Main Office is provided.

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.



The screenshot shows the "Welcome to the ADS Note Taker Module" page. The header is identical to the previous screenshot. The navigation bar contains links for "Courses / notes", "Profile", "FAQ", "Submit a comment", and "Help". The "Profile" link is circled in red. Below the navigation bar, the page title "Welcome to the ADS Note Taker Module" is displayed. The main content area contains a welcome message, a link to the Course-Notes module, and instructions for applying to become a Note Taker. It also includes a section on compensation and contact information for the ADS Note Taking service. At the bottom, the same contact information as the first screenshot is provided.

3. Log in Using your UMD credentials.



UNIVERSITY OF
MARYLAND

Central Authentication Service
(CAS)

Directory ID

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

Password

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!

Don't Remember Login

Log in

> 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

log 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

5. Once you have completed your profile, select "Next " to continue.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

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):

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

6. A new page will appear, that displays the ADS Confidentiality Statement for Note Takers.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

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

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 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.

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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.

UNIVERSITY OF MARYLAND COUNSELING CENTER

Accessibility & Disability Service

Please fill in your registration information in order to create your account: [log out](#)

[Step 1: Update Profile](#)
Step 2: Agreement
[Step 3: Courses](#)
Step 4: Upload your sample notes

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.
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[Previous](#) [Next](#) [Cancel](#)

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8. A new page will display, prompting you to select which classes you would like to sign-up to be a note taker for.

UNIVERSITY OF MARYLAND COUNSELING CENTER

Accessibility & Disability Service

Please fill in your registration information in order to create your account: [log out](#)

[Step 1: Update Profile](#)
[Step 2: Agreement](#)
Step 3: Courses
Step 4: Upload your sample notes

Please select the course(s) you are available to become a potential Note Taker for:

- BCHM 462 0201 Lecture
- BSCI 202 1101 Laboratory
- BSCI 202 1101 Lecture
- ENGL 391 9006 Lecture
- NFSC 380 0102 Laboratory
- NFSC 380 0102 Lecture
- NFSC 440 0101 Lecture

[Previous](#) [Next](#) [Cancel](#)

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9. Place a check mark in the box next to each course you aspire to be a note taker. Once selected, hit "Next".

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Please fill in your registration information in order to create your account: [log out](#)

[Step 1: Update Profile](#)
[Step 2: Agreement](#)
Step 3: Courses
Step 4: Upload your sample notes

Please select the course(s) you are available to become a potential Note Taker for:

- BCHM 462 0201 Lecture
- BSCI 202 1101 Laboratory
- BSCI 202 1101 Lecture
- ENGL 391 9006 Lecture
- NFSC 380 0102 Laboratory
- NFSC 380 0102 Lecture
- NFSC 440 0101 Lecture

[Previous](#) [Next](#) [Cancel](#)

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10. A new page will appear, prompting you to upload sample notes for the selected classes.

UNIVERSITY OF MARYLAND COUNSELING CENTER Accessibility & Disability Service

Please fill in your registration information in order to create your account: [log out](#)

Step 4: Upload your sample notes

IMPORTANT: At least 1 copy of your sample notes must be uploaded for your application to be complete.

Helpful Tips

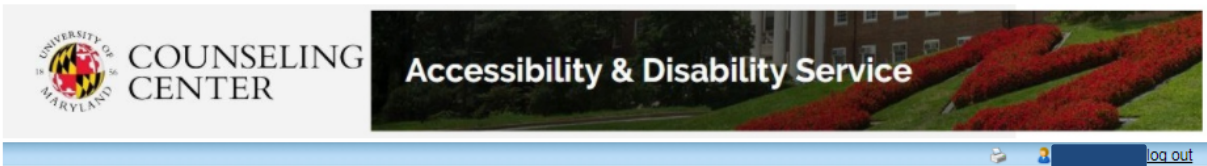
- It is useful to upload a sample related to the course you are offering to take notes for (uploading math notes for a math course).
- If you plan on hand writing your notes, upload a sample of hand written notes; likewise if you plan on typing your notes, upload a sample of typed notes.
- If you are uploading hand written notes, please ensure your writing is legible and the scan is clear.
- List the date at the top of your notes.
- List the course at the top of your notes.
- Number each page of your notes.
- Your name and contact information should NOT be listed on your notes.

[I am ready to upload my sample notes](#)

[I do not have sample notes, what can I do?](#)

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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.



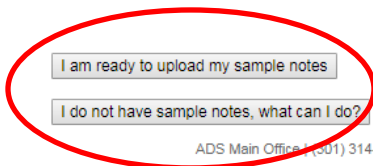
Please fill in your registration information in order to create your account:

Step 4: Upload your sample notes

IMPORTANT: At least 1 copy of your sample notes must be uploaded for your application to be complete.

Helpful Tips

- It is useful to upload a sample related to the course you are offering to take notes for (uploading math notes for a math course).
- If you plan on hand writing your notes, upload a sample of hand written notes; likewise if you plan on typing your notes, upload a sample of typed notes.
- If you are uploading hand written notes, please ensure your writing is legible and the scan is clear.
- List the date at the top of your notes.
- List the course at the top of your notes.
- Number each page of your notes.
- Your name and contact information should NOT be listed on your notes.



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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.



Notetaker Courses

Courses

Show term: Summer Session 2017 Refresh

My courses	I have been selected	My lecture notes
ENGL 391Lecture 9006	No	Upload sample notes
NFSC 380Lecture 0102	No	Upload sample notes
BCHM 462Lecture 0201	No	Upload sample notes

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

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.