For students registered with ACSD: How To Choose a Volunteer Note-Taker

**NOTE: Given that the notes are uploaded by peer volunteers, it is your responsibility to attend class and take good notes. These notes should be viewed as supplementary. It is not guaranteed that volunteers will upload notes weekly.

1) Log into your MyConcordia Portal.
2) Click on Students Services
3) Click on Accessibility Services

4) Click on Student with Disabilities

5) Click on “Students”

6) Click on Access your class notes

7) Click on Courses/notes on the upper left-hand corner.
8) Ensure the “I request a note taker” reads “Yes” for each course that you require notes for.

9) Click “select a notetaker”

11) Click “Check Sample notes” to view the sample notes the Note-takers have uploaded.

12) When you are ready, click “Choose this notetaker”

13) Your note taker will receive an email letting them know you’ve chosen them, and instructing them to upload the rest of their notes