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

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”
   Please select one of the following options:
   - Notetakers
   - Students

6) Click on Access your class notes

Welcome to the Online Student Serv

- *NEW* Verify Your Accommodations
  Important first step! You must verify your accommodations each term before you access ACSD services.
  - Verify your accommodations here

Tests and Appointments
- Book your tests or exams
- My calendar of ACSD appointments and exams

Note-taking
- *NEW* If you are or want to register as a notetaker, please follow the new MyConcordia Portal link under Student Services called “Access Centre Notetakers”

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.

<table>
<thead>
<tr>
<th>Course name</th>
<th>I require a note taker</th>
<th>Note taker availability</th>
<th>My lecture notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFAR 250 P</td>
<td>No</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>DART 361 B</td>
<td>No</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>DART 221 A</td>
<td>No</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>DART 291 A</td>
<td>No</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

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.