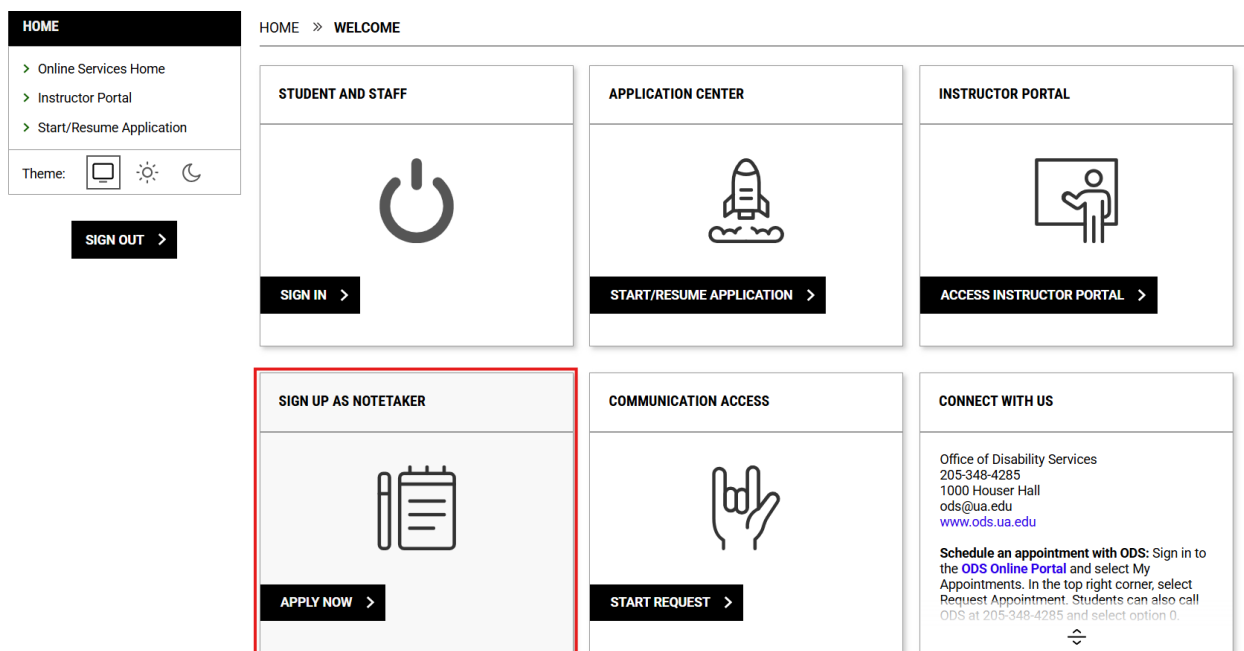


# Notetaker Tutorial

This tutorial covers how to sign up in the ODS Online Portal to be a notetaker for an accommodated student.

**Step 1.** Apply to be a notetaker. **Note:** Skip this step if you have previously signed up as a notetaker.

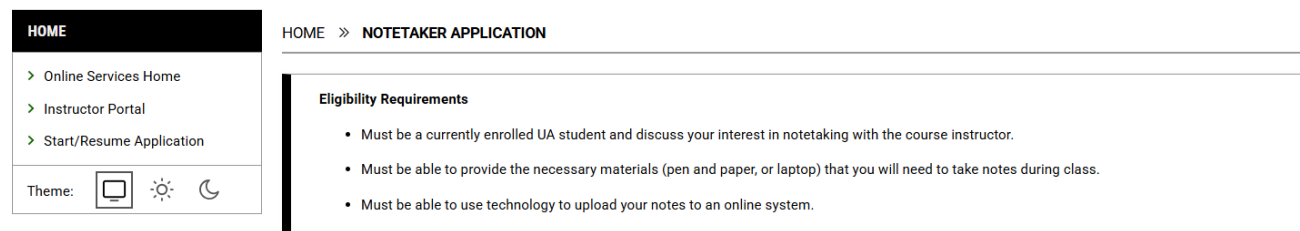
Visit <https://augusta.accessiblelearning.com/UA/Default.aspx> and select Apply Now in the Sign Up as Notetaker box. You may be prompted to follow DUO prompts.



Review Notetaker eligibility requirements:

- Must be a currently enrolled UA student and discuss your interest in notetaking with the course instructor.
- Must be able to provide the necessary materials (pen and paper, or laptop) that you will need to take notes during class.
- Must be able to use technology to upload your notes to an online system.

## NOTETAKER APPLICATION



Complete the required fields in the Personal Information and Contact Information boxes. Your username is the same as your myBama username. Select Create Notetaker Account.

**Note:** Required fields are marked with an asterisk (\*).

#### PERSONAL INFORMATION

First Name \*:

Preferred Name:

Middle Name:

Last Name \*:

CWID \*: ⓘ

Username \*:

#### CONTACT INFORMATION

School Email Address \*:

#### FORM SUBMISSION

**CREATE NOTETAKER ACCOUNT >**

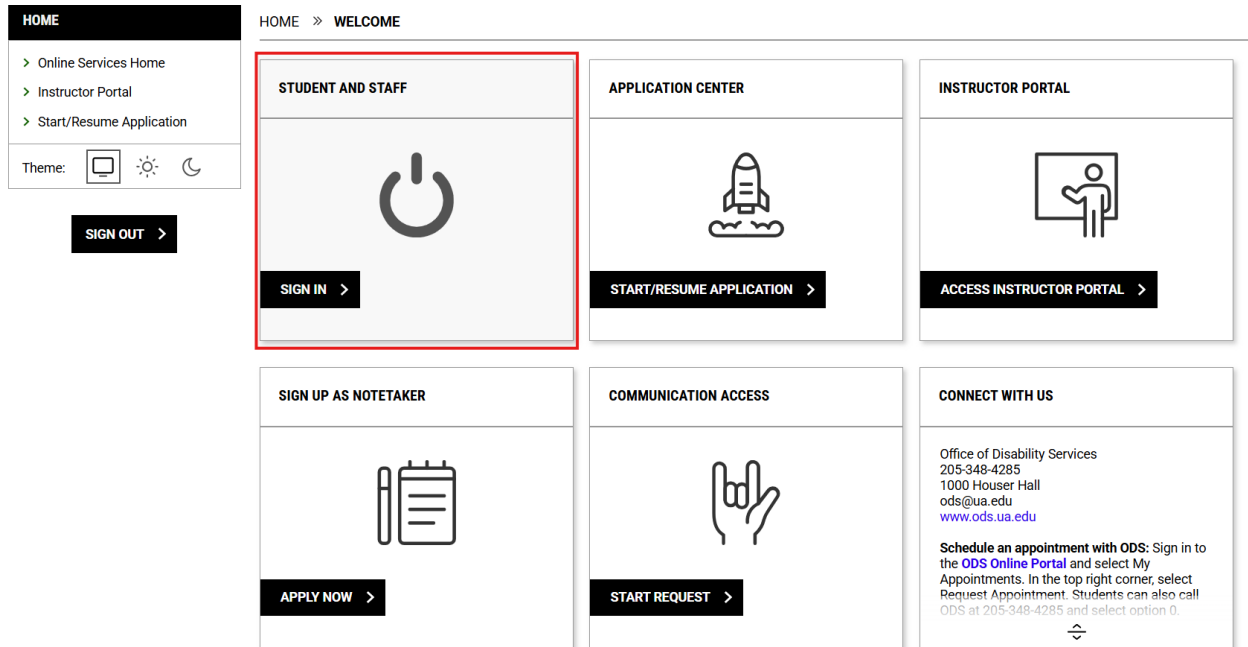
The following message will display to confirm that your account has been created:



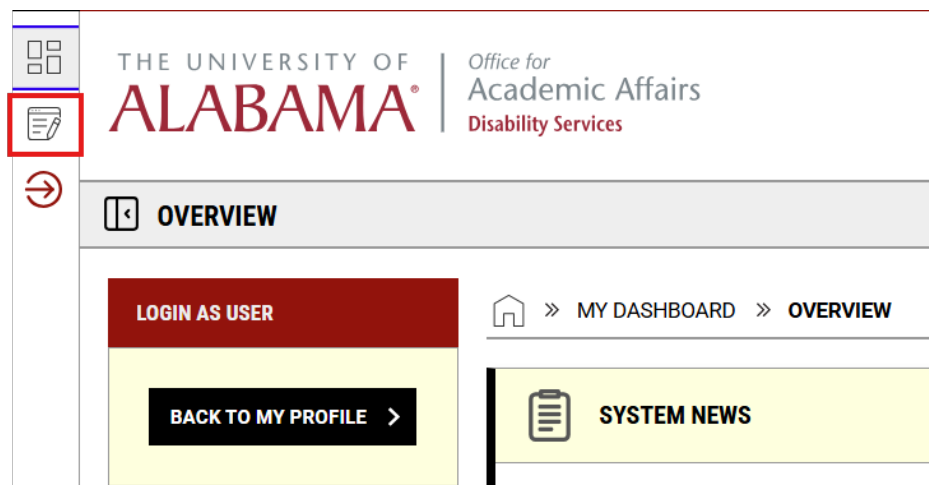
**SUCCESS! YOUR ACTION HAS BEEN COMPLETED**

The system has successfully saved your action.

**Step 2.** Log in to the ODS Online Portal by selecting Sign In in the Student and Staff box.



Select the Notetaker Icon in the far left menu. The icon resembles a notepad and pencil.



Review and sign the Notetaker Agreement which details notetaker responsibilities. In the E-Signature box type your name exactly as it appears on the screen then select Submit your Request.

### VERIFY AND AGREEMENT STATEMENT

Please review the following information regarding notetaker responsibilities.

#### Eligibility Requirements

- Must be a currently enrolled UA student and discuss your interest in notetaking with the course instructor.
- Must be able to provide the necessary materials (pen and paper, or laptop) that you will need to take notes during class.
- Must be able to use technology to upload notes to an online system.

Thank you for your interest in taking notes for a student who is registered with ODS.

- **Notetaker Responsibilities**
  - **Confidentiality:** Notetaking is a confidential service. If you are aware of the student you are providing notes for, do not disclose to anyone the name of the student or any information about that student.
  - **Attendance:** You are expected to attend each class. If you are not able to attend class, it is your responsibility to obtain the missed notes and upload to the ODS Online Portal within 24 hours of the class. Notetakers receive payment for an entire semester of notetaking. If you drop the course, or no longer wish to serve as a notetaker, you must notify ODS and your instructor immediately.
  - **Uploading Notes:** Upload your notes to the ODS Online Portal after each lecture (within 24 hours of the lecture if you are unable to upload immediately after class. There must not be a delay in the student receiving notes). Scanners are available in UA libraries (see circulation desk for assistance).
  - **Communication:** Check your Crimson email regularly and respond promptly to any communications received from ODS. Immediately report any problems to [ods@ua.edu](mailto:ods@ua.edu) or 205-348-4285. If you experience an issue using the ODS Online Portal, call or stop by the office rather than sending an email. We rely on open communication from the student and notetaker to alert us to problems. The sooner problems are communicated, the sooner we can resolve them.
  - **Reimbursement:** ODS reimburses notetakers \$300 in Bama Cash deposited to your ACT Card at the end of each completed semester, provided that the guidelines above are followed. Partial payment of \$150 is offered to any notetaker assigned after midterm grades are due. Staff audit uploaded notes to determine eligibility for reimbursement.

### Notetaker Responsibilities

- **Confidentiality:** Notetaking is a confidential service. If you are aware of the student you are providing notes for, do not disclose to anyone the name of the student or any information about that student.
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**Any issue relating to reimbursement MUST be communicated to ODS within two weeks of the following semester. NO REIMBURSEMENTS WILL BE MADE AFTER THAT TIME.**

Once you agree to be a notetaker, ODS sends an automated email to confirm. ODS reimburses notetakers \$300 in Bama Cash deposited to your ACT Card at the end of each completed semester, provided that the guidelines above are followed. Partial payment of \$150 is offered to any notetaker assigned after midterm grades are due. Staff audit uploaded notes to determine eligibility for reimbursement.


Please sign exactly as.

E-Signature \*:

**SUBMIT YOUR REQUEST >**

You will also receive an email confirmation with a copy of the Notetaker Agreement.

**Step 3. Add Courses.** Enter the CRN for each course in which you are willing to be a notetaker. Alternatively, you can search for your courses by entering the course subject and number. This information can be found in myBama by looking at your course schedule.


**IMPORTANT MESSAGE**

Promptly and consistently upload notes in the ODS Online Portal throughout the entire semester, as outlined in your contract.

**ADD COURSES**

[Previous Term](#)
Term: Fall 2025
[Next Term](#)

**FALL 2025**

Enter **CRN** for each course you could be a notetaker for:

**ADD COURSES >**

**FIND A COURSE**

The system will only search **20 courses** at a time. Please enter at least course subject and number.

Course Subject\*:

Course Number\*:

Course Section:

**SEARCH COURSES >**

Once you have searched for your courses, you will be able to select each course and the compensation type.

- Select Bama Cash \$300 for the full semester
- Select Bama Cash Partial Payment if you are signing up after midterm grades have posted
- Select No Payment – GTA or similar if you are already receiving payment as a GTA for the course (ODS is unable to pay GTA's for being a notetaker)
- Select Verified Service Hours if you prefer a letter confirming service hours in lieu of Bama Cash payment.

**OVERVIEW**

LOGIN AS USER

BACK TO MY PROFILE >

**ASSIGNMENTS**

- > My Assignments
- > Upload and View Notes
- > Agreements

» NOTETAKER » OVERVIEW

Select the courses below you wish to be a notetaker for:

| <input type="checkbox"/>            | Compensation Type           | Term        | CRN   | Subject | Course | Section | Course Title                     | Campus |
|-------------------------------------|-----------------------------|-------------|-------|---------|--------|---------|----------------------------------|--------|
| <input checked="" type="checkbox"/> | Select One                  | Summer 2025 | X1979 | ODS     | 103    | 001     | Intro to Academic Accommodations | MAIN   |
|                                     | Select One                  |             |       |         |        |         |                                  |        |
|                                     | Bama Cash \$300             |             |       |         |        |         |                                  |        |
| Note: R                             | Bama Cash Partial Payment   |             |       |         |        |         |                                  |        |
|                                     | No payment - GTA or similar |             |       |         |        |         |                                  |        |
|                                     | Verified Service Hours      |             |       |         |        |         |                                  |        |

**Step 4.** If you are assigned as the notetaker for the course you will receive an email titled “Notetaking Assignment Confirmation” with additional instructions for uploading notes to the ODS Online Portal. You should begin uploading notes for the course immediately.

**If you have any questions please email Brittany Gregg ([bmgregg@ua.edu](mailto:bmgregg@ua.edu)).**