How to Register as a Note-taker

1. Enter this link in the address bar of any browser [http://www.utoledo.edu/offices/student-disability-services/sam/](http://www.utoledo.edu/offices/student-disability-services/sam/) and select **Note-taker Registration** under the Note-Takers section
2. Enter the requested information.
   
   **Note:** school ID is your Rocket Number (i.e. R00000000),
   
   username is your UTAD username (i.e. dsmith9)
   
   email address is your @rockets.utoledo.edu address

3. The system will request entry of your personal and contact information.
Student Accessibility Management
Register as a Note-taker

4. You are now able to register as a note-taker. Ensure the correct semester is indicated in the drop box and enter the CRNs for the classes in which you would like to take notes.

   **Note:** If you are employed by SDS, courses in which you are enrolled in are considered a volunteer note-take assignment.

5. Verify your class schedule by clicking the check boxes next to each class in which you would like to take notes and click Submit Your Class Schedule when finished.
6. The status of the class will show as **Not Assigned** until an SDS staff member has approved your application and assigned you to the class. You will receive an email requesting your acceptance of the assignment. Once assigned, the status will show as **Assigned** and you are sent a confirmation email. At this point you will be able to upload notes into SAM.