

# Student Accessibility Management Register as a Note-taker

## 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/> and click on the SAM banner in the center of the page. Click "Sign up as a note taker".
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

The screenshot shows a web browser window displaying the 'Online Notetaker Application' registration page. A red box highlights the 'Step 1: Specify Login Information' section. This section includes the following fields and instructions:

- School ID\*:** A text input field with a hint: "Hint: Enter 9 alpha numeric characters."
- Username\*:** A text input field with an **Important Note:** "Please make sure the username matches with your Single Sign-On (SSO) username in your school."
- Email Address\*:** A text input field with a hint: "Please enter email address that ends in @rockets.utoledo.edu, for example: yourusername@rockets.utoledo.edu"

Below the registration fields is a CAPTCHA image showing the words "Whisper" and "Lord's" with a "Type the two words" prompt.

3. The system will request entry of your personal and contact information.

The screenshot shows the next step in the registration process, with a red box highlighting the 'Personal Information' and 'Contact Information' sections.

**Personal Information**

- First Name\*:** Text input field
- Last Name\*:** Text input field
- Middle Name:** Text input field
- School ID:** R00 - 000 - 001
- Gender\*:** Select One dropdown menu

**Contact Information**

- Cell Phone Number:** Text input field with a hint: "Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000)."
- Land Line Phone Number:** Text input field with a hint: "Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000)."
- Email Address:** s.smith@rockets.utoledo.edu

**Local Address**

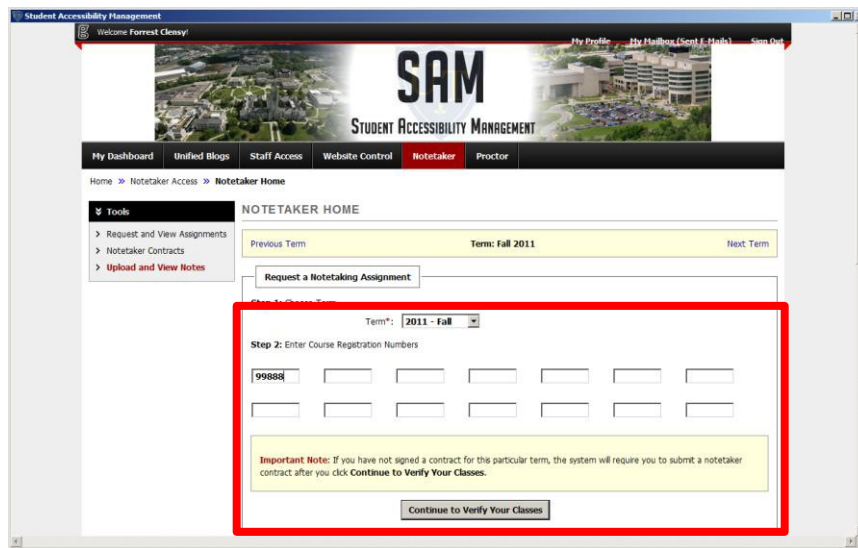
- Address\*:** Text input field
- City:** Text input field
- State:** Select One dropdown menu
- Zipcode:** Text input field with a hint: "Hint: Enter zipcode as 97331 or 97331-0000."

A "Register as a Notetaker" button is located at the bottom of the form.

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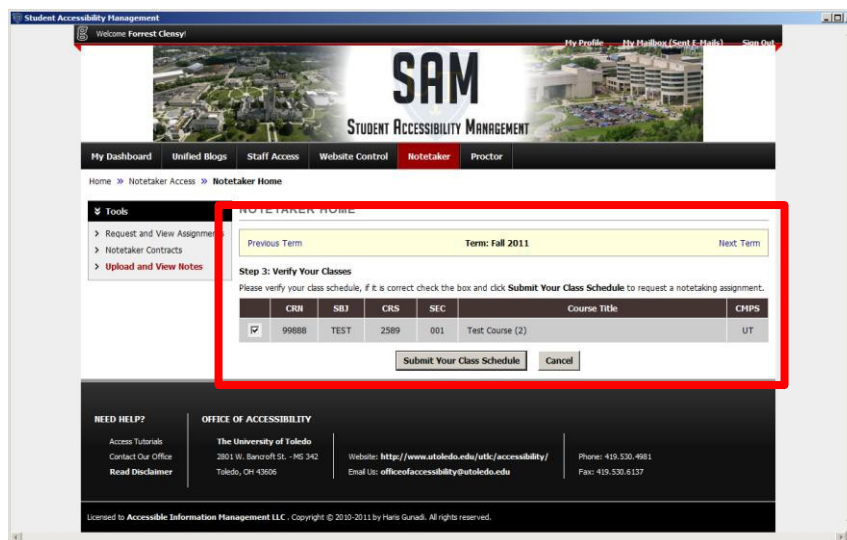
4. You are now able to register as a note-taker. Ensure the correct semester is indicated in the drop box and enter the CRNs for the classes in which you would like to take notes.

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



The screenshot shows the SAM (Student Accessibility Management) Notetaker Home page. The page is titled "NOTETAKER HOME" and features a navigation menu with options like "My Dashboard", "Unified Blogs", "Staff Access", "Website Control", "Notetaker", and "Proctor". The "Notetaker" option is highlighted. Below the navigation, there is a "Tools" section with links for "Request and View Assignments", "Notetaker Contracts", and "Upload and View Notes". The main content area includes a "Request a Notetaking Assignment" button, a "Term" dropdown menu set to "2011 - Fall", and a "Step 2: Enter Course Registration Numbers" section. This section contains a grid of input fields for CRNs, with the first field containing "99888". An "Important Note" is displayed below the input fields, stating: "If you have not signed a contract for this particular term, the system will require you to submit a notetaker contract after you click Continue to Verify Your Classes." A "Continue to Verify Your Classes" button is located at the bottom of the form.

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.



The screenshot shows the SAM (Student Accessibility Management) Notetaker Home page, specifically the "Step 3: Verify Your Classes" section. This section is highlighted with a red box. It contains a table with columns for "CRN", "SEJ", "CRS", "SEC", "Course Title", and "CHPS". The first row of the table shows "99888", "TEST", "2589", "001", "Test Course (2)", and "UT". A checkbox is checked next to the "99888" CRN. Below the table, there are "Submit Your Class Schedule" and "Cancel" buttons. The page also includes a "NEED HELP?" section with contact information for the Office of Accessibility at The University of Toledo.

CRN	SEJ	CRS	SEC	Course Title	CHPS	
<input checked="" type="checkbox"/>	99888	TEST	2589	001	Test Course (2)	UT

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- 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.

The screenshot shows the SAM interface with the following elements:

- Header: Student Accessibility Management, Welcome Forrest Clency
- Term: 2011 - Fall
- Step 2: Enter Course Registration Numbers (with input fields)
- Important Note: If you have not signed a contract for the particular term, the system will require you to submit a notetaker contract after you click Continue to Verify Your Classes.
- Continue to Verify Your Classes button
- Table of classes with columns: CRN, SBJ, CRS, SEC, Course Title, Status, New
- File Information section with dropdowns for Select Class, Notes for, and Select Day(s)

CRN	SBJ	CRS	SEC	Course Title	Status	New
42494	CRM	1010	001	Criminal Justice	Cancelled Re-Activate My Class	
99888	TEST	2589	001	Test Course (2)	Not Assigned Cancel This Class	
99999	TEST	1000	001	Test Class	Assigned	New