How to Register as a Note-taker

1. Go to http://www.utoledo.edu/sucess/academicaccess/sam/ and click “Note-taker Registration”

2. Enter the requested information, keeping the following in mind: your school ID is your Rocket Number (i.e. R00000000), your username will be entered EXACTLY as your UTAD username (i.e. dsmith9) and your email address will be the @rockets.utoledo.edu address assigned to you by the University.

3. Enter your personal and contact information.
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. If you are a paid note-taker, these will be assigned to you. If you are a volunteer, you can find these numbers by looking at your “Student Detail Schedule” on the MyUT portal.

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 Office of Academic Access staff member has approved your application and assigned you to the class. Once you have been assigned, the status will show as “Assigned” and you will be sent a confirmation email. At this point you will be able to upload notes into SAM.