

How to signup as a Notetaker

This is a short manual that provides instructions on how to complete your registration with our office and submit your application for a student notetaking job. Please reach out to us @ notetaking@jhu.edu for any questions or concerns.

1. The AIM portal for disability services is located at <https://andes.accessiblelearning.com/JHU> or it can be accessed through the SDS website at <http://web.jhu.edu/disabilities>. The AIM portal is integrated with the JHU authentication system and you will use your JHU account credentials to login.



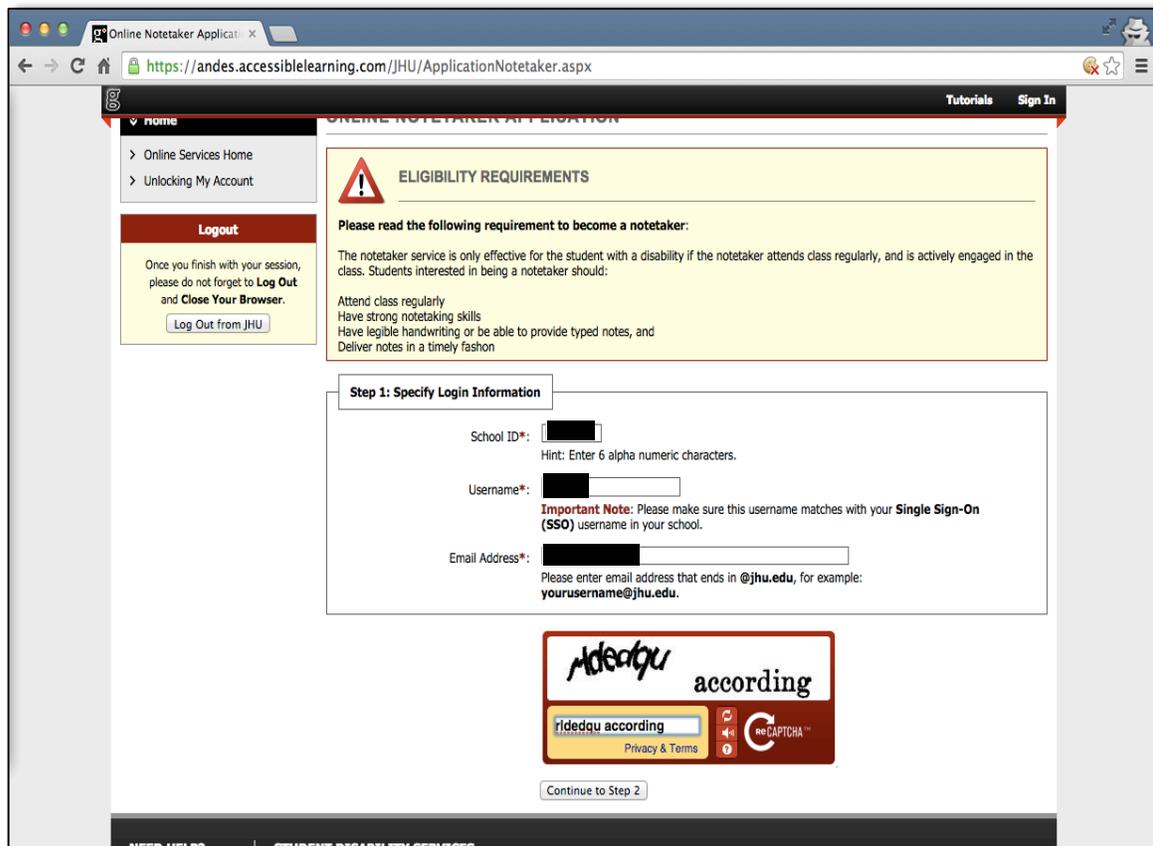
The screenshot shows a web browser window displaying the Johns Hopkins University Enterprise Authentication login page. The page has a blue background and a central white login box. The login box contains the Johns Hopkins University & Medicine logo, a padlock icon, and the text "ENTERPRISE AUTHENTICATION". Below the logo, there is a prompt "Enter your Login ID and Password" followed by two input fields: "Login ID" and "Password". A "Login" button is positioned below the "Password" field. To the right of the input fields, there is a paragraph explaining the purpose of Johns Hopkins Enterprise Authentication: "The purpose of Johns Hopkins Enterprise Authentication is to provide a single sign-on functionality for our customers to access many applications with just one login." Below this paragraph, there are several links: "First time JHED User?", "Forgot Password?", "Change Password?", "Login Problems?", and "Frequently Asked Questions". At the bottom of the login box, there is a small copyright notice: "© 2014 Johns Hopkins Institutions. All rights reserved."

2. Now that you are on the AIM portal welcome screen, you will see two options, **Getting Started** and **Sign Up as Notetaker**. Click on **Sign Up as Notetaker** to register as a Notetaker for the Student Disability Services office.

The screenshot shows a web browser window with the URL <https://andes.accessiblelearning.com/JHU/>. The page features the Johns Hopkins University logo and navigation links for "Tutorials" and "Sign In". The main content area is titled "WELCOME TO ONLINE SERVICES" and contains a section "PLEASE CHOOSE FROM THE FOLLOWING OPTIONS". This section has three columns: "Get Started" (with a blue circle icon), "Sign Up as Notetaker" (with a yellow notepad icon and the subtext "Submit Application to Take Notes for Students with Disabilities"), and "NEED HELP?" (with contact information for Student Disability Services (SDS): 3400 N. Charles St. 385 Garland Hall, Baltimore, MD 21218; Email: studentdisabilityservices@jhu.edu; Website: <http://web.jhu.edu/disabilities>; Phone: (410) 516 - 4720; Fax: (443) 529 - 1543). A "Logout" section at the bottom of the main content area includes a warning icon and the text "Once you finish with your session, please do not forget to Log Out and Close Your Browser." with a "Log Out from JHU" button. The footer contains "NEED HELP?" and "STUDENT DISABILITY SERVICES".

3. Please read the eligibility requirement carefully. Students interested in being a Notetaker must:
 - a. Attend class regularly
 - b. Have strong notetaking skills
 - c. Have legible handwriting or be able to provide typed notes
 - d. Deliver notes in a timely manner

4. The following information is required to proceed:
 - a. School ID: This is your 6 digit Hopkins ID and is available on your ISIS page.
 - b. Username: Please use your JHED ID as your username.
 - c. Email Address: Use your JHU email ID to register with us.



5. You will now be at the screen shown below. Please provide the information as required. Availability of this information will ensure that we will be able to process your application in a timely manner and be able to contact you if required. Click on **Register as a Notetaker** to proceed further.

Note:

In the contact information section, please provide your local number.

In the local address section, please provide your local Baltimore address.

The screenshot shows a web browser window with the URL <https://andes.accessiblelearning.com/JHU/ApplicationNotetaker.aspx>. The page title is "ONLINE NOTETAKER APPLICATION". A navigation menu on the left includes "Home", "Online Services Home", "Unlocking My Account", and "Logout". The main content area is titled "STEP 2: SPECIFYING PERSONAL INFORMATION" and contains a confirmation message: "Please confirm that your username is as follows: [redacted]. If you need to change or update your username, please use the following button to modify your entry: [Modify Your Initial Entry]". Below this are three form sections: "Personal Information" with fields for First Name*, Last Name*, Middle Name, Student ID, and Gender* (set to Female); "Contact Information" with fields for Cell Phone Number, Land Line Phone Number, and Email Address, each with a hint; and "Local Address" with fields for Address*, City, State (a dropdown menu), and Zipcode, with a hint for the zip code. A "Register as a Notetaker" button is located at the bottom of the form.

- Now you will have to search and select the courses you are taking this semester and want to be a notetaker for.

Note:

Register as a notetaker only for the classes you are going to enroll during the accommodation term. Students cannot be notetakers for classes they are not enrolled in and we will not be able to process payments in such cases.

The screenshot shows a web browser window with the URL <https://andes.accessiblelearning.com/JHU/notetaker/Default.aspx#SystemMessage>. The page title is "Notetaker Home - DSV4-L". The browser's address bar shows the URL. The page has a navigation bar with "My Dashboard" and "Notetaker" tabs. Below the navigation bar, there is a "Welcome" message and links for "My Profile", "My Mailbox (Sent E-Mails)", and "Sign Out". The main content area is titled "NOTETAKER HOME" and includes a "Tools" sidebar with links for "Request and View Assignments", "Notetaker Contracts", and "Upload and View Notes". There is also a "Logout" section with a warning message and a "Log Out from JHU" button. The main content area features a "Search For a Course" section with an "Important Note" stating that the system will only search 10 classes at a time and that users should enter at least the course subject and number. Below this, there are input fields for "Accommodation Term" (set to "2014 - Fall"), "Course Subject", "Course Number", and "Section Number", along with "Search" and "Start Over" buttons. At the bottom, there is a "Request a Notetaking Assignment" section with "Step 1: Choose Term" (set to "2014 - Fall") and "Step 2: Enter Course Registration Numbers" with a grid of input fields.

- The system will only search for 10 classes at a time, so you should search using class numbers and section number whenever possible. From the search results, identify the correct section for which you want to be a notetaker and click the **select** button.

The screenshot shows a web interface for searching courses. At the top, there are navigation links: 'Welcome', 'My Profile', 'My Mailbox (Sent E-Mails)', and 'Sign Out'. Below these, there are links for 'Upload and View Notes' and 'Logout'. The 'Logout' section contains a warning: 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.' with a 'Log Out from JHU' button.

The main search area is titled 'Search For a Course'. It features an 'Important Note' box stating: 'System will only search 10 classes at a time. Please enter at least course subject and number.' Below this, there are input fields for 'Accommodation Term' (set to '2014 - Fall'), 'Course Subject' (empty), 'Course Number' (set to 'AS.150.2'), and 'Section Number' (empty). There are 'Search' and 'Start Over' buttons.

Below the search area, it shows 'Number of Records Found: 4' and 'Showing Records: 1 - 4'. There are also controls for 'Show Limit: 100 per Page' and 'Navigate to Page: 1 Go Previous Next'.

SBJ	CRS	SEC	Class Title	Select
PHIL	AS.150.201	001	Introduction to Greek Philosophy	Select
PHIL	AS.150.201	002	Introduction to Greek Philosophy	Select
PHIL	AS.150.201	003	Introduction to Greek Philosophy	Select
PHIL	AS.150.201	004	Introduction to Greek Philosophy	Select

8. Once you have selected the course for which you are interested in taking notes, you will see the **Notetaker Agreement**. *Please read it very carefully*. Failing to upload legible notes in a timely manner might lead to termination of services.

After you have read the contract, please select the correct residency status and sign the form digitally by writing your name in the space provided.

Welcome [Name] My Profile My Mailbox (Sent E-Mails) Sign Out

Home >> Notetaker Access >> Notetaker Home

NOTETAKER HOME

Tools

- > Request and View Assignments
- > Notetaker Contracts
- > Upload and View Notes

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out from JHU

Previous Term Term: Fall 2014 Next Term

NOTETAKER AGREEMENT FOR 2014 - FALL

By signing this document electronically and submitting the agreement you are agreeing to all of the terms, conditions, and policies in the **SDS Notetaker Agreement**. Failure to follow any portion of the contract may result in contract termination without notice. SDS reserves the right to withhold or pro-rate any payments for Notetakers who violate any portion of the **SDS Notetaker Agreement**.

Notetaker Terms of Service:

The office of disability services is looking for students who:

1. Take legible, organized, and thorough notes, including diagrams and other visual aids when necessary.
2. Have neat handwriting that is dark enough to reproduce well on a scanner, or type notes on a computer.
3. Include pertinent information from lectures, as well as information written on the board, or found in presentations and demonstration.
4. Include information about upcoming exams, quizzes and paper or project due dates.
5. Reliability- notes should be typed or scanned into PDF, and uploaded as close to date and time of the class meetings as possible. If a Notetaker is unable to attend class or turn in notes for a particular meeting, they should substitute a friend's notes, or alert the Disability Services Office right away.

At the end of a successfully completed semester (when notes are turned in regularly and on time), Notetakers will receive \$85 in cash, per course in which they provide notes, as thanks for providing the essential service.

Required Step

Residency Status*:

Full Name*:

Note: Please sign exactly as

By signing this document electronically and submitting the agreement you are agreeing to all of the terms, conditions, and policies in the **SDS Notetaker Agreement**. Failure to follow any portion of the contract may result in contract termination without notice. SDS reserves the right to withhold or pro-rate any payments for Notetakers who violate any portion of the **SDS Notetaker Agreement**.

Submit Your Notetaker Contract

9. After signing the notetaker contract, you can verify the class details and click **Submit Your Class Schedule**. At this point the Student Disability Services office will receive your application.

Home >> Notetaker Access >> Notetaker Home

Tools

- > Request and View Assignments
- > Notetaker Contracts
- > **Upload and View Notes**

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out from JHU](#)

NOTETAKER HOME

Previous Term **Term: Fall 2014** Next Term

Step 3: Verify Your Classes

Please verify your class schedule, if it is correct check the box and click **Submit Your Class Schedule** to request a notetaking assignment.

CRN	SBJ	CRS	SEC	Course Title	CMPS	
<input type="checkbox"/>	424194	PHIL	AS.150.201	004	Introduction To Greek Philosophy	Homewood Campus

[Submit Your Class Schedule](#) [Cancel](#)

Note: You are not yet employed as a notetaker at this point. If we have notetaking requirements for that course, we will review your application. You will receive an email *if* we decide to hire you as a notetaker.

CRN	SBJ	CRS	SEC	Course Title	Status	View
424194	PHIL	AS.150.201	004	Introduction To Greek Philosophy	Not Assigned Cancel This Class	

You have not been assigned to take notes, you will be notified via e-mail when you have been assigned.

In case you want to withdraw you application for this particular course, select the **Cancel This Class** option in status column.