

Student Accessibility Services Students: How to access your notes online

1. Visit www.nipissingu.ca/sas.
2. Under the 'Supports' sub-menu, click on 'Notetaking services'.

The screenshot shows the Nipissing University website's Student Accessibility Services page. The 'Supports' dropdown menu is open, and 'Notetaking Services' is circled in red. Other options in the menu include 'Additional Technology', 'Writing Accommodations', 'Additional Supports', 'Library', and 'Student Development and Services'. The page title is 'Welcome to Student Accessibility Services'.

3. On our main page, select 'For Student Accessibility Services Students'.

The screenshot shows the 'Notetaking Services' page. A pink banner reads 'Don't qualify for the BSWD? Can't cover the costs of note taking?'. Below it, a blue button labeled 'For Student Accessibility Services Students' is circled in red. It contains the text 'Request a note taker and portal access to download your notes'. Below that is a green button for 'For Note Takers'.

4. Click on the 'Online Portal' button.

The screenshot shows the 'For Student Accessibility Services Students' page. A blue button labeled 'Online Portal' is circled in red. Below it is a 'Note-taking taker?' section with a 'Note Taking Request Form' button.

5. Select 'Courses/Notes' to access your notes.

The screenshot shows the 'Note-taking Website' interface. In the left-hand menu, the 'Courses / Notes' link is circled in red. The main content area says 'Welcome to the Note-taking Website!' and provides instructions on how to download notes and contact information for the Student Accessibility Officer.

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6. Sign-in using your webadvisor username and password.

7. This page contains all information regarding your note taking support.

- 1) This should reflect the term that you are note taking in, whether it be Fall, Winter, or Summer
- 2) Do not be alarmed if this says 'No', but you have requested note taking. We are currently working on the accuracy of this feature
- 3) This statement does not necessarily mean that you are not approved for the accommodation, it means that you have not requested note taking as an accommodation for this specific course.
- 4) If you have requested a note taker, but one has not been matched with your course yet, it will say N/A.
- 5) Click on 'Notes' to view your notes for each specific class.

NOTE

8. Once you have clicked on Notes, you can download each set of notes by clicking on 'View Notes'.

9. Visit our FAQ section to view solutions to other frequently asked questions.

If you require any assistance please contact the Student Accessibility Officers by email at notetaking@nipissingu.ca, or by telephone at 705.474.3450, ext. 4331/ext. 4633.