

# HOW TO CREATE YOUR NOTE TAKER PROFILE

1. Go to [www.durhamcollege.ca/asc/volunteer](http://www.durhamcollege.ca/asc/volunteer)
2. Click on “**registering online**” link found under ‘HOW TO BECOME A PEER NOTE TAKER’
3. Click on ‘**Courses/Notes**’



<ul style="list-style-type: none"><li>▶ Notetaking Info</li><li>▶ <b>Courses / Notes</b></li><li>FAQ</li><li>Submit a comment</li><li>Logout</li></ul>	<p><b>Welcome to the Access and Support Centre Volunteer Note taker website.</b></p> <p>The Access and Support Centre proudly provides service and support to more than 800 students annually. The ASC provides support to students with disabilities in receiving equitable education opportunities. Peer note taking helps to reduce the impact of a visible or invisible disability. As a peer note taker you can make a difference for your peers who require this service.</p>
--	---

4. Enter in your **network** login information.  
User Name: your STUDENT ID NUMBER  
Password: SCHOOL NETWORK LOGIN PASSWORD (this is the same password you would use to login to computers on campus)



## Notetaking for note-takers

Please log in

To access this site you will need to log in with your network user name and password. Please remember to log out when you are done.

User name:

Password:

5. Click ‘**Log In**’ button

6. Fill in your personal profile information.



100361680 . log out

Please fill in your registration information in order to create your account:

**Step 1: Update Profile**  
[Step 2: Agreement](#)  
[Step 3: Select Courses](#)  
Step 4: Upload your sample notes

**Profile**

First name:  Last name:

Student number:

MyCampus email:

Alternate email:

Mailing address  Permanent address

Phone (Home):

Phone (Other):

7. Click 'Next'

8. Read over the 'Confidentiality Agreement', click on 'I agree' box



100480368 . log out

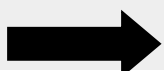
Please fill in your registration information in order to create your account:

[Step 1: Update Profile](#)  
**Step 2: Agreement**  
[Step 3: Select Courses](#)  
Step 4: Upload your sample notes

**Confidentiality Agreement**

As part of the ASC's ongoing efforts to ensure privacy and confidentiality for students with disabilities, the identity of the students and note takers will not be disclosed. We have developed a system to allow note takers and students to upload and download notes without disclosing personal information to one another.

Note takers may notice students with visible disabilities in their courses. This may or may not be the student you are taking notes for, as a significant number of students with disabilities registered with the ASC have invisible disabilities. It is extremely important that note takers do not approach students with disabilities in their courses to ask if they are using the note taking service. If note takers have any questions or concerns regarding this information please contact the ASC office.

  I agree

9. Click on 'Next'

10. Select which classes you would like to be a peer note taker for by clicking in each course box



Please fill in your registration information in order to create your account:

[Step 1: Update Profile](#)

[Step 2: Agreement](#)

**Step 3: Select Courses**

Step 4: Upload your sample notes

Select the courses you want to be a potential notetaker for

- CARR 1300 Lec . 01
- MATH 1310 Lec . 02
- PHOT 1308 Lec . 01
- GNED 1404 Lec . 01
- GNED 1429 Lec . AAA

11. Click 'Next'

12. Click "I am ready to ..." to start uploading your sample notes. If you do not want to upload sample notes click "I do not have..."



Please fill in your registration information in order to create your account:

**Step 4: Upload your sample notes**

After you have completed your note taker profile you will receive a notification via your DC mail email. After you have completed your note taker profile you will receive an email notification via your DC mail. Be sure to check your DC mail email regularly to see if you have been selected as a note taker.