

A Guide to Notetaking Services for Notetakers

Step 1. Register to become a notetaker online each semester

As a notetaker, you must register online through STARS Online Services. You will need to have a complete updated semester class schedule for the CRN numbers. You will need to read the notetaker contract carefully, as it outlines important information (attendance policy, confidentiality and payment, etc.)

- Go to www.uakron.edu/access and select "Student Login" on the right side of the page
- Sign in with your UANet ID and password
- Read and sign the Notetaker Contract (078) 27 BDCr3iacd

- Students are required to attend class to receive notes. If the student misses class, inform the Office of Accessibility of the Notetaker Coordinator.
- **For peer notetakers of online classes:** In online courses, peer notetakers are only responsible for providing notes that cover lecture materials (live or recorded lectures, PowerPoints, or readings that are intended to take the place of a lecture), and do not provide notes covering course assignments or homework materials. Peer notetakers are never responsible for assisting students with homework, studying, or testing.

Step 5. Sign your Invoice (if not signed by the end of the semester, payment to your ZipCard will be withheld)

- Electronic invoices will be made available to you at the beginning of the **12th**