Signing up to be a DSS peer notetaker:
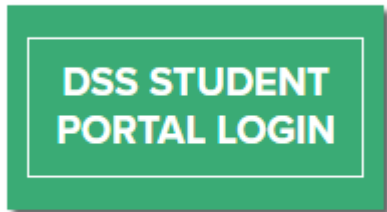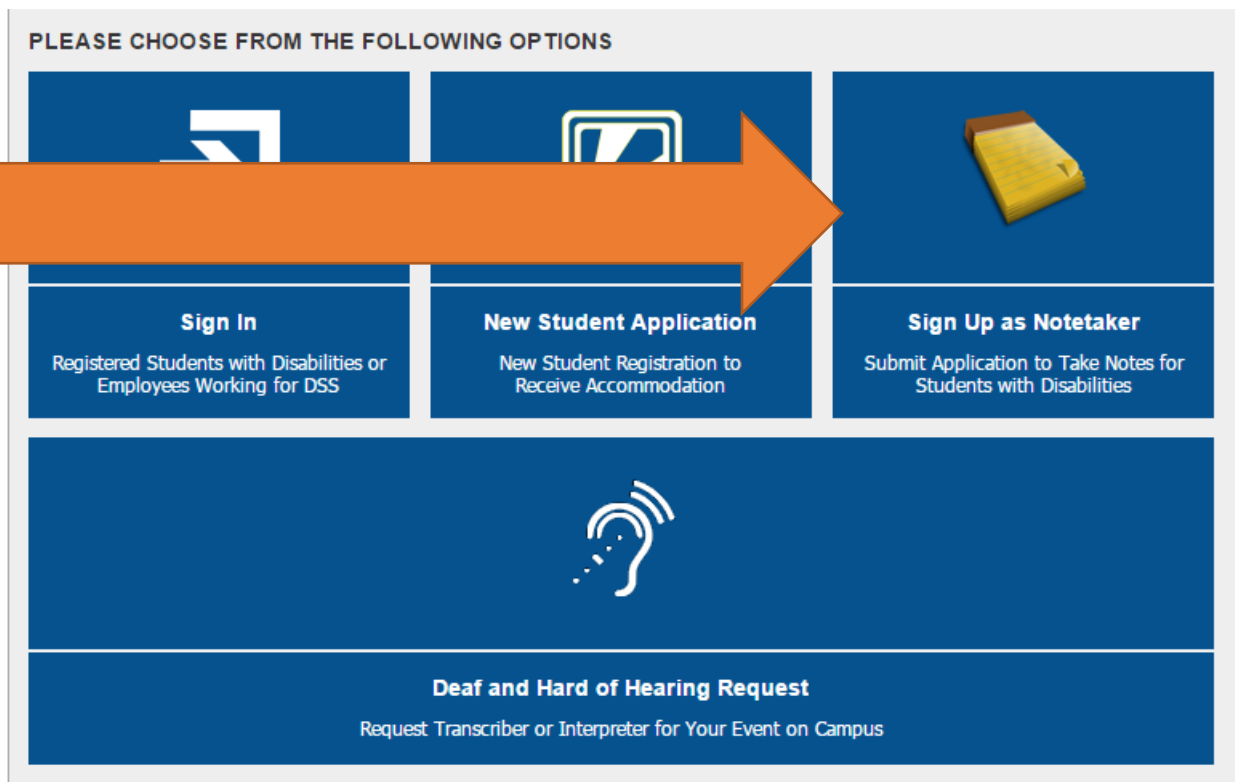
Go to our Website www.uab.edu/dss and select "DSS Student Portal Login:

DSS STUDENT PORTAL LOGIN

...Then select 'Sign Up as Notetaker'

PLEASE CHOOSE FROM THE FOLLOWING OPTIONS

Sign In
Registered Students with Disabilities or Employees Working for DSS

New Student Application
New Student Registration to Receive Accommodation

Sign Up as Notetaker
Submit Application to Take Notes for Students with Disabilities

Deaf and Hard of Hearing Request
Request Transcriber or Interpreter for Your Event on Campus

It will prompt you to this screen. Please note that your School ID must be your B number, Username must be your Blazer ID and email must be your UAB email.

Step 1: Specify Login Information

School ID*: B12345678

Hint: Enter 9 alpha numeric characters.

Username*: asjohnso

Email Address*: asjohnso@uab.edu

Please enter email address that ends in **@uab.edu**, for example:
yourusername@uab.edu.

Continue to Step 2

You will then be prompted to answer questions regarding confidentiality. Once an account has been created – log back in from the main website:

DSS STUDENT PORTAL LOGIN

But now, you are going to select Sign in.

PLEASE CHOOSE FROM THE FOLLOWING OPTIONS

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Submit Application to Take Notes for Students with Disabilities

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When you Sign in you will be asked to enter CRN numbers. These can be found on your Blazernet (they are 5 digits). Enter the numbers for all of the classes you are willing to be a notetaker for.

Request a Notetaking Assignment

Step 1: Choose Term

Term*: 2017 - Spring ▼

Step 2: Enter Course Registration Numbers

Important Note: If you have not signed a contract for this particular term, the system will require you to submit a notetaker contract after you click **Continue to Verify Your Classes**.

Continue to Verify Your Classes

Then you will select continue to verify classes.

If you have been assigned a class – you will receive an email but the classes will also show up on your account as assigned or not assigned.

CRN	SBJ	CRS	SEC	Course Title	Status	View
30925	BUS	300	RR	Intro To Leadership Seminar	Assigned	View
36852	MG	413	2C	Employment Law	Not Assigned Cancel This Class	
38898	MK	303	2D	Basic Marketing	Assigned	View
40204	BY	108	2E	Hum Pop Earth Enviro	Not Assigned Cancel This Class	
40206	BY	109	F4	Lab In Environmental Science	Not Assigned Cancel This Class	

Under this, on your main page you will see where to upload the notes. Select the class and days the notes were for, choose file and finally upload notes.

After they have been uploaded, it will look like this:

SBJ	CRS	SEC	Notes Title	Date Uploaded	Size	Delete	View
BUS	300	RR	Notes for Week 1 (Monday)	01/17/2017	74 KB	Delete	View