

Registering to be a Notetaker

1. Go to www.uakron.edu/access and select Student Login under the STARS menu.
2. Sign in with your student UANet ID and password.
3. Select Sign up to be a Notetaker. Enter your personal information. Email address needs to be UA email. If you are already a notetaker, select the Notetaker tab and skip to step 4.
4. Submit your class schedule. Enter the subject, course and section number for the courses in which you wish to be a notetaker in the Search for a Course section.

STARS

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Search For a Course

Important Note: System will only search 10 classes at a time. Please enter at least course subject and number.

Accommodation Term: 2024 - Fall ▼

Course Subject:

Course Number:

Section Number:

5. Find the course that matches your schedule and click the select button by the course. If you have multiple courses, continue this process until all courses are added.

Search For a Course

Important Note: System will only search 10 classes at a time. Please enter at least course subject and number.

Accommodation Term: 2024 - Fall ▼

Course Subject:

Course Number:

Section Number:

Number of Records Found: **10** Show Limit: 100 per Page

Showing Records: **1 - 10**

SBJ	CRS	SEC	Class Title	Date Start	Select
LAWX	601	001	Civil Procedure - Federal Jurisdiction	08/26/2024	Select
LAWX	601	002	Civil Procedure - Federal Jurisdiction	08/26/2024	Select
LAWX	601	801	Civil Procedure - Federal Jurisdiction	08/26/2024	Select
LAWX	603	001	Constitutional Law: Governmental Authority	08/26/2024	Select

6. Read and sign the notetaker contract

NOTETAKER HOME

Previous Term	Term: Spring 2014	Next Term
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NOTETAKER CONTRACT FOR 2014 - SPRING

This is your **ACCESS Notetaker Contract**, please read this contract thoroughly as it contains the terms, conditions, and policies you must agree to in order to be contracted to take notes for **Office of Accessibility**. Failure to follow any portion of the contract may result in contract termination without notice. ACCESS reserves the right to withhold or pro-rate any payments for notetakers who violate any portion of the Notetaker Contract.

This is your **Office of Accessibility Notetaker Contract**. Please read this contract thoroughly as it contains the terms, conditions and policies you must agree to in order to be contracted to take notes for the Office of Accessibility. Failure to follow any portion of the contract may result in contract termination without notice. The Office of Accessibility reserves the right to withhold or pro-rate any payments for notetakers who violate any portion of the Notetaker Contract.

Assignment and Delivery of Notes

Notetakers must be enrolled in the class for which they are taking notes. Exceptions to this policy must be approved by the Notetaking Coordinator prior to assignment.

Notetakers must confirm their assignment within 72 hours after the Office of Accessibility makes the assignment.

Notetakers responsibilities include only "in-class" taking of notes. Notetakers should not agree to additional tasks requested by the student without prior approval from the Office of Accessibility.

Once a notetaker receives confirmation of an assignment, you are required to print the Instructor Verification Form from <http://www.uakron.edu/access/STARS/notetakers.dot> and return it signed to the Office of Accessibility, with a page of notes. This form must be received within two weeks of your notetaking assignment in order to be paid for the notes taken.

Notetakers must complete the Online Notetaker Training and Quiz that is provided in the Notetaking Assignment email within two weeks of assignment.

Notetakers must deliver course notes to the students within 24 hours after the end of each class. Course notes can be hand delivered, emailed or uploaded to STARS.

If uploading notes to STARS, please use one of the file formats listed below:

- Microsoft Word (2003, 2007) Compatible Document (*.doc or *.docx)
- Adobe Acrobat PDF (*.pdf)
- Rich Text File (*.rtf)

7. Verify that your class schedule is accurate and then submit.

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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"/>	13751	7700	561	801	O & A: Pub Sch Sp-Lng&Hrng Prg	AKRON

CRN	SBJ	CRS	SEC	Course Title	Status	View
13751	7700	561	801	O & A: Pub Sch Sp-Lng&Hrng Prg	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.