



# NOTETAKING

Applying to be a Notetaker with the DRC



From the DRC webpage ([www.unlv.edu/drc](http://www.unlv.edu/drc)),  
scroll down and click “Notetaker Sign-up!”

## Resources & Information

[Disability Info \(A-Z List\)](#)

[Notetaker Sign-up!](#)

[DRC Website \(A-Z List\)](#)

[Online DRC Application](#)

[Frequently Asked Questions](#)

[Request Accommodations](#)

- Type your ACE username
- Type your ACE Password
- Click “Log In”

**UNLV**

## Log in to your ACE account

---

Username

Password

[Forgot Your Password?](#)

**Log In**

---

### Need Help?

Contact the [IT Help Desk](#) for help with your ACE account:

- Online: [Help request form](#)
- Phone: [702-895-0777](#)
- Email: [ithelp@unlv.edu](mailto:ithelp@unlv.edu)
- Visit: [SU 231](#) or [CBC B113](#)

### What is the ACE account?

The [UNLV ACE account](#) gives you one username and one password to access various UNLV applications, including Munis, Archibus (Web Central), i-Leave, and VPN software. Many departments also use their ACE accounts as their workstation login.

---

Produced by the [UNLV Office of Information Technology](#)

# Application

- Enter your NSHE ID
- Enter your UNLV email address. (.unlv.Nevada.edu)
- Click “Continue to Step 2”

The screenshot shows the UNLV Online Notetaker Application interface. At the top, the UNLV logo is displayed. Below it, a navigation bar includes a 'Home' link. The main content area is titled 'ONLINE NOTETAKER APPLICATION'. On the left, there is a sidebar with a 'Home' dropdown menu containing 'Online Services Home' and a 'Logout' button. A yellow box below the sidebar contains a warning icon and the text: 'Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.', with a 'Log Out' button below it. The main content area features a yellow box with a warning icon and the heading 'ELIGIBILITY REQUIREMENTS'. Below this, it states: 'Please read the following requirement to become a notetaker:' followed by two bullet points: 'I have registered as a student with us. If you are a student, please contact our office to verify your eligibility to sign up as a notetaker.' and 'If you are currently registered as an employee with our office, please login to Online Services and sign up as a notetaker through My Dashboard.' Below the eligibility requirements, there is a section titled 'Step 1: Specify Login Information'. This section contains three input fields: 'School ID\*:' with a hint 'Enter 10 alpha numeric characters.', 'Username:' with the value 'eamesm', and 'Email Address\*:' with a hint 'Please enter email address that matches the following example: yourusername@unlv.edu or yourusername@unlv.nevada.edu.'. A 'Continue to Step 2' button is located at the bottom right of this section. Three red arrows point to the 'School ID\*' field, the 'Email Address\*' field, and the 'Continue to Step 2' button.

- Home
- Online Services Home

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

**Log Out**

## ONLINE NOTETAKER APPLICATION

### STEP 2: SPECIFYING PERSONAL INFORMATION

Please confirm that your username is as follow: [ ] If you need to change or update your username, please use the following button to modify your entry: **Modify Your Initial Entry**

**Personal Information**

First Name\*:

Last Name\*:

Middle Name:

Student ID: **2000540689**

Gender\*: **Select One** ▼

## Add Personal Information

- Type your first name
- Type your last name
- Select gender

Note: Only click “Modify Your Initial Entry” if the usesrname listed is Incorrect.

### Contact Information

Specify at least one phone number:

Cell Phone Number:

Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Land Line Phone Number:

Hint: Enter 10-digit number only (i.e. enter 5417377000 for 541 737 7000).

Email Address:

### Local Address

Address\*:

City:

State:

Zipcode:

Hint: Enter zipcode as 97331 or 97331-0000.

[Register as a Notetaker](#)

- Enter your phone number
- Enter your address with City
- Select State
- Enter Zip Code
- Click “Register as a Notetaker”

- Select enrollment Term
- Enter correct CRN (Course Registration Number) in a separate box. Be sure to add all courses in which you are enrolled
- Click “Continue to Verify Your Classes”

**Note: Requesting does not guarantee a notating assignment**

Home >> Notetaker Access >> Notetaker Home

### NOTETAKER HOME

Previous Term Term: Summer 2017 Next Term

**Request a Notetaking Assignment**

**Step 1: Choose Term**

Term\*:  ←

**Step 2: Enter Course Registration Numbers**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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**.

→

You have not been assigned to take notes, you will be notified via e-mail when you have been assigned.

## NOTETAKER HOME

[Previous Term](#)

Term: **Summer 2017**

[Next Term](#)

### NOTETAKER AGREEMENT FOR 2017 - SUMMER


By signing this document electronically and submitting the agreement you are agreeing to all of the terms, conditions, and policies in the **DRC Notetaker Agreement**. Failure to follow any portion of the contract may result in contract termination without notice. DRC reserves the right to withhold or pro-rate any payments for Notetakers who violate any portion of the **DRC Notetaker Agreement**.

Notetaker Terms of Service:

- 1) You must be a UNLV student, registered and attending the class you are taking notes in.
- 2) You must have a 2.75 GPA or higher.
- 3) You cannot be a student registered and receiving accommodations through the DRC. For exceptions to this policy, please contact the Notetaking Coordinator at 702-895-0147

#### Required Step

Full Name\*:

**Note:** Please sign exactly as 

By signing this document electronically and submitting the agreement you are agreeing to all of the terms, conditions, and policies in the **DRC Notetaker Agreement**. Failure to follow any portion of the contract may result in contract termination without notice. DRC reserves the right to withhold or pro-rate any payments for Notetakers who violate any portion of the **DRC Notetaker Agreement**.

[Submit Your Notetaker Contract](#)

- Review Notetaker Agreement

Note: You will need to read the entire agreement (not pictured here)

- E-Sign the form

Note: Please type your name, in the space provided, exactly as it appears below the box. This is considered your signature.

- Click Submit