


Apply to be a Volunteer Note Taker

1. Go to the Volunteer Note Taker Online Application online at this link:
<https://cascade.accessiblelearning.com/USM/ApplicationNotetaker.aspx>
2. Enter in your School ID, Username and Email
 - a. Note: **School ID and User Name** in form are same as **SOAR User ID (w+ six digit student ID number)**.
 - b. Always use your university assigned email (@usm.edu)

ONLINE VOLUNTEER NOTETAKER APPLICATION

 **ELIGIBILITY REQUIREMENTS**

Please read the following requirement to become a notetaker:


- 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.
- 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.

Step 1: Specify Login Information

School ID*:
Hint: Enter 7 alpha numeric characters.

Username*:
Important Note: Please make sure this username matches with your **Single Sign-On (SSO)** username in your school.

Email Address*:
Please enter email address that matches the following example:
yourusername@eagles.usm.edu or **yourusername@usm.edu**.



reCAPTCHA™

[Privacy & Terms](#)

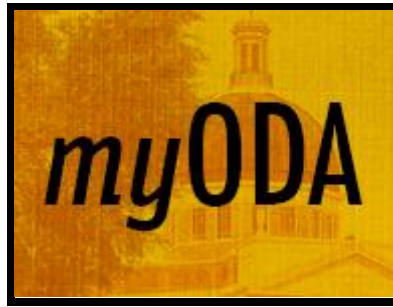
3. Enter in your personal information (ie Name, address, cell phone etc.)
4. Print or view your schedule in SOAR to get Course Registration Number (CRN) or Class Nbr

Class Schedule Filter Options

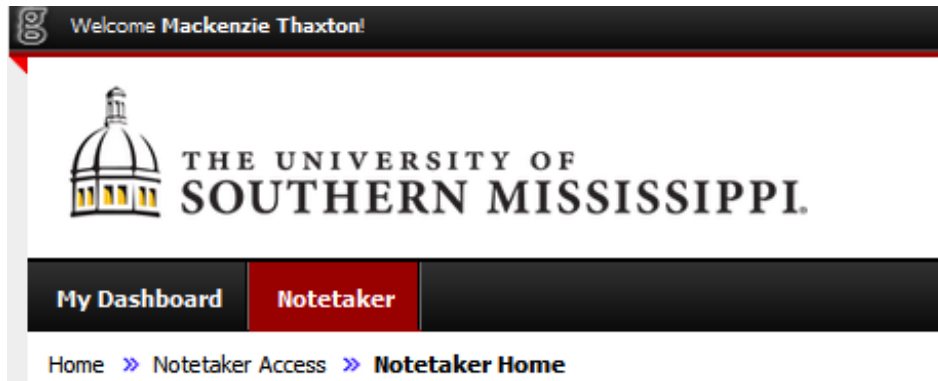
Show Enrolled Classes
 Show Dropped Classes
 Show Waitlisted Classes

IT 601 - Foundations of It						
Status	Units	Grading	Grade	Deadlines		
Enrolled	3.00	Graded		84		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
6464	H001	Lecture		ONLINE HBG	Taralynn Hartsell	08/24/2016 - 12/16/2016

5. Log in to myODA using your SOAR User ID (Example: w123456) and Password.
- a. You can access myODA by going online to <http://www.usm.edu/oda> and clicking on the myODA link (see below)



6. On the myODA dashboard click Notetaker



7. Under Request a Notetaking Assignment, choose term (only request assignment in the current semester), and enter Course Registration Numbers. And select Continue to Verify Your Classes.

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**.

8. Submit a Note Taker Agreement

NOTETAKER AGREEMENT FOR 2016 - SPRING

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

Notetaker Terms of Service:

- 1) You must provide notes for the class you are registered within a 24 - 48 hours of class meeting.
- 2) The notes must be legible and in a format accepted by the student.

Required Step

Residency Status*:
Full Name*:

Select One

Note: Please sign exactly as **Tooth Fairy NOTETAKER**

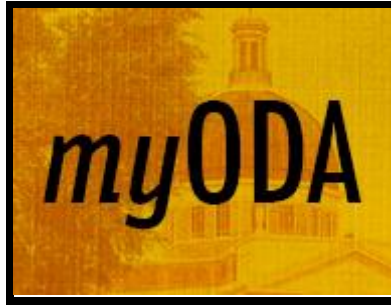
By signing this document electronically and submitting the agreement you are agreeing to all of the terms, conditions, and policies in the **ODA Notetaker Agreement**. Failure to follow any portion of the contract may result in contract termination without notice. ODA reserves the right to withhold or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

9. Please send an email to oda@usm.edu once this step is completed to let ODA know you have signed up to be a note taker. ODA will complete the set up of your account. You will get an email stating that you have been approved as note taker for the class. Once you have been set up as a note taker see instructions on page 3 to upload notes to myODA.

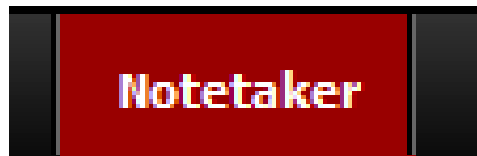
Upload Notes to myODA

Notes must be uploaded within 24 hours of class period

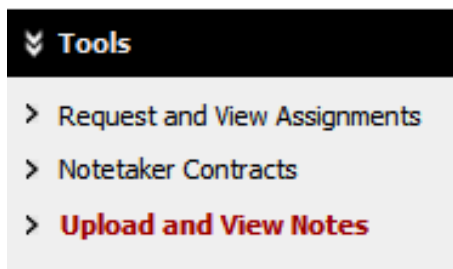
1. Log in to myODA



2. Click on Notetaker in top Menu (next to My Dashboard)



3. In the Tools Menu on left side of screen, choose Upload and View Notes



4. Fill out the information request, select your file to upload and click upload notes (File upload limit is 1MB).

UPLOADING NOTES

Uploading Instructions: Please scan your document at 150 dpi as the scanner resolution. The maximum allowable file size is 1 MB per upload.

File Information

Select Class:

Notes for:

Select Day(s):

<input type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Sunday	

Select File: No file selected.