

Instructions for myODA: Volunteer Note-Taking Application

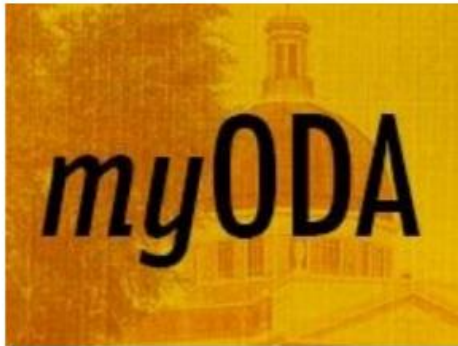
The University of Southern Mississippi's Office for Disability Accommodations (ODA)

Location: Hattiesburg Campus, Bond Hall 114

Phone: 601.266.5024 | Website: www.usm.edu/oda | Email: oda@usm.edu

1. Access myODA.

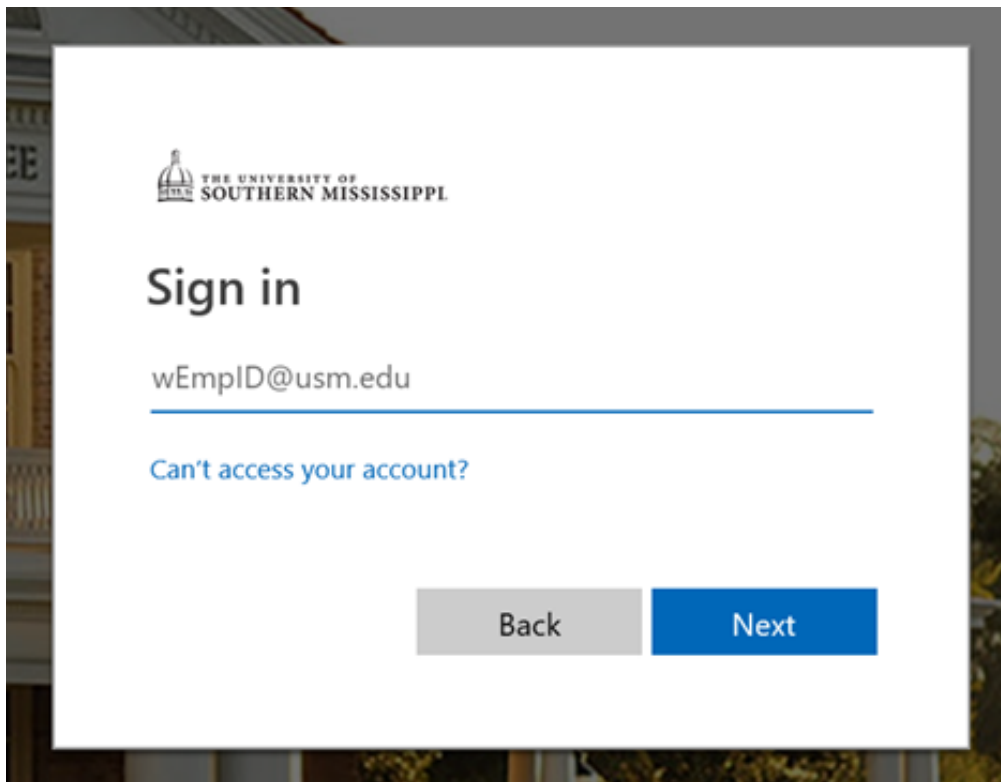
Go to myODA by clicking the link on the right side of homepage of usm.edu/oda:



OR by using the QR Code below:



2. Login using your USM Credentials.



- Once you have logged into myODA, please select the option “Sign Up as Notetaker”.

Home >> **Welcome to Online Services**

Home > Online Services Home

Logout

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

Log Out

WELCOME TO ONLINE SERVICES

PLEASE CHOOSE FROM THE FOLLOWING OPTIONS

New Student Application

Sign Up as Notetaker

- Please complete all of the required fields, which are marked with red asterisks (*). When you are finished entering your information, please click “Continue to Step 2”.
- ODA will contact you at your university email account (@usm.edu) once your application has been approved and you have been assigned to one or more classes.

After you are approved, you will be able to login into myODA and directly upload your notes for students in need of them. The students will be notified via email whenever you upload. We recommend uploading after each class or at least once a week.

If you would like to receive community service hours for volunteering your notes, please contact our offices at the end of your semester. You will qualify for one hour for each hour the class meet.

Thanks for volunteering!!!

If you have trouble completing the online application or any questions about being a volunteer note-taker, please contact ODA at 601.266.5024 or oda@usm.edu.