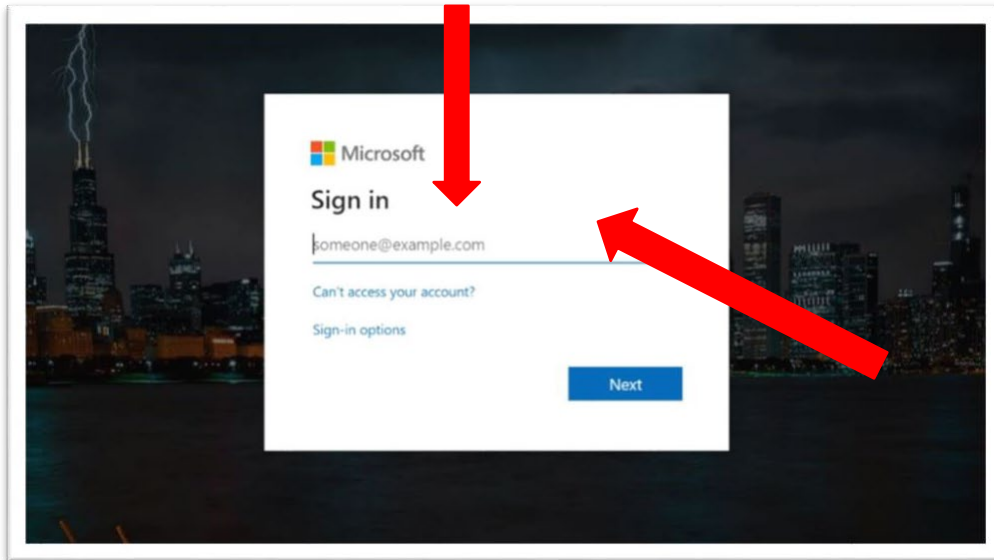
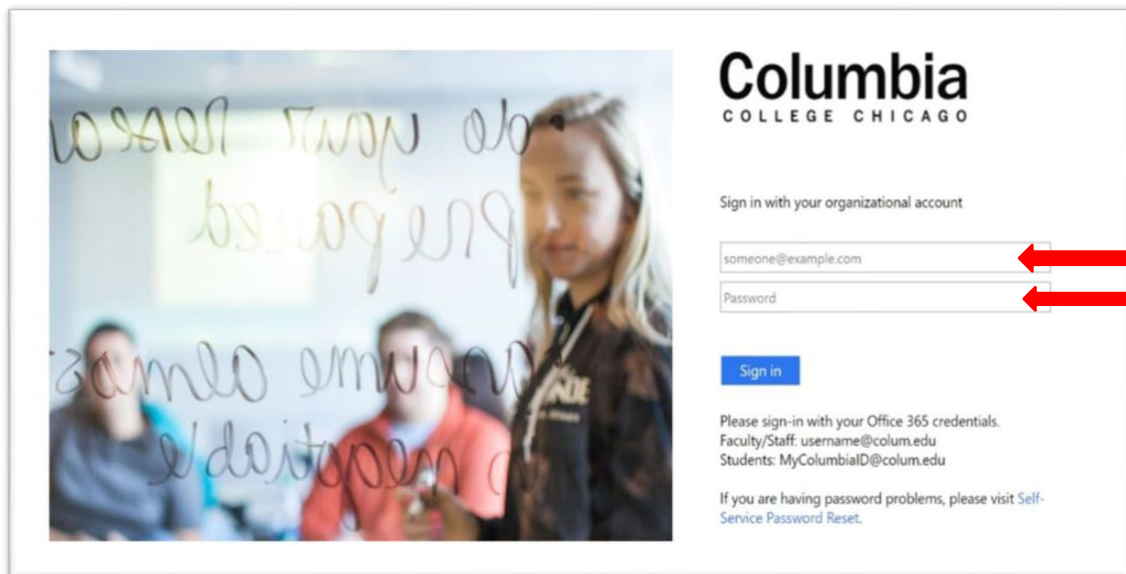


How to Become a Notetaker

1. Visit: <https://app.joinhandshake.com/emp/jobs/5589248>
2. Sign into your "MyColumbia" account by entering your Columbia College Chicago email address (ID#@colum.edu, ex: 123456@colum.edu)



3. On the following screen (Pictured Below) enter your Columbia email (ID#@colum.edu, ex: 123456@colum.edu) and password, and click "Sign In"



(guide continues on next page)

4. Enter your Columbia ID number into the "School ID" box and click "Continue to Step 2"

The screenshot shows the 'ONLINE NOTETAKER APPLICATION' page. At the top, there is a navigation bar with 'Home' and 'Online Notetaker Application'. Below this, there is a 'Logout' button and a warning box titled 'ELIGIBILITY REQUIREMENTS'. The main content area is titled 'Step 1: Specify Login Information'. It contains three input fields: 'School ID #' with the value '123456', 'Username' with the value '123456', and 'Email Address' with the value 'jcolum'. A red arrow points to the 'School ID #' field, and another red arrow points to the 'Email Address' field. At the bottom of the form is a 'Continue to Step 2' button.

5. Complete the Notetaker Application, then click "Register as a Notetaker"

The screenshot shows the 'ONLINE NOTETAKER APPLICATION' page at 'STEP 2: SPECIFYING PERSONAL INFORMATION'. It contains three main sections: 'Personal Information', 'Contact Information', and 'Local Address'. The 'Personal Information' section includes fields for 'First Name', 'Last Name', 'Middle Name', 'Student ID' (with value '372062'), and 'Gender'. The 'Contact Information' section includes fields for 'Cell Phone Number', 'Land Line Phone Number', and 'Email Address'. The 'Local Address' section includes fields for 'Address', 'City', 'State' (with a dropdown menu), and 'Zipcode'. A red arrow points to the 'Register as a Notetaker' button at the bottom of the form.

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- Once you complete the application, you will be directed to the “Notetaker Home” page (Pictured below). Once on the Notetaker Home page, you need to enter the following information for the class that you wish to be a notetaker: Enter the term that you are applying to be a Notetaker, input your Course Subject (ex. ENGL), add the Course Number (ex. 111), and Section Number (ex. 49). This information can be found on your schedule or syllabus. Click “Search” and make sure that the correct course appears, then hit “Select”

NOTETAKER HOME

ANNOUNCEMENT

Thank you for your interest in being a note taker in your class. The basic note taker responsibilities are to attend every class, take legible and accurate notes, and then upload the notes to MySSD within 48 hours after each class. Note takers will be paid a stipend of \$75 at the end of the semester for providing copies of their notes. If interested, please complete the application below. If you have questions, please contact SSD at SSD@colum.edu or calling 312 369-8296. Please note that you will be notified by email if you have been assigned as a note taker in a class.

Previous Term Term: Fall 2020 Next Term

Search For a Course

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

Accommodation Terms: 2020 - Fall

Course Subject: ENGL

Course Number: 111

Section Number: 49

Search Start Over

Number of Records Found: 1 Show Limit: 100 per Page Update

Showing Records: 1 - 1

SBJ	CRS	SEC	Class Title	Date Start	Select
ENGL	111	49	Writing and Rhetoric I	09/08/2020	Select

(guide continues on next page)

7. Review the contract, then type your name in the “Required Step” field at the bottom. Click “Submit Your Notetaker Contract”

The screenshot shows a web interface for a Notetaker Contract. At the top, there are navigation links: Home, Notetaker Access, and Notetaker Contract. Below this is a sidebar with a 'Tools' section containing 'Request and View Assignments', 'Notetaker Agreements', and 'Upload and View Notes'. A 'Logout' button is also present. The main content area is titled 'NOTETAKER CONTRACT' and includes a sub-header 'NOTETAKER CONTRACT FOR Fall 2020'. The text of the contract is visible, detailing rights and responsibilities. At the bottom, there is a 'Required Step' section with a 'Full Name' input field. A red arrow points to the 'Required Step' label, and another red arrow points to the 'Full Name' input field. Below the input field, there is a note: 'Note: Please sign exactly as Joe Columbia'. At the very bottom, there is a statement: 'The undersigned note taker has read and agrees to the note taker rights and responsibilities.' and a button labeled 'Submit Your Notetaker Contract'.

8. If selected, SSD will reach out to you via email to confirm your notetaking assignment. Once confirmed, select “Upload and View Notes” on the Notetaker Home Page. There will be a button that says “Upload”

Guide complete!