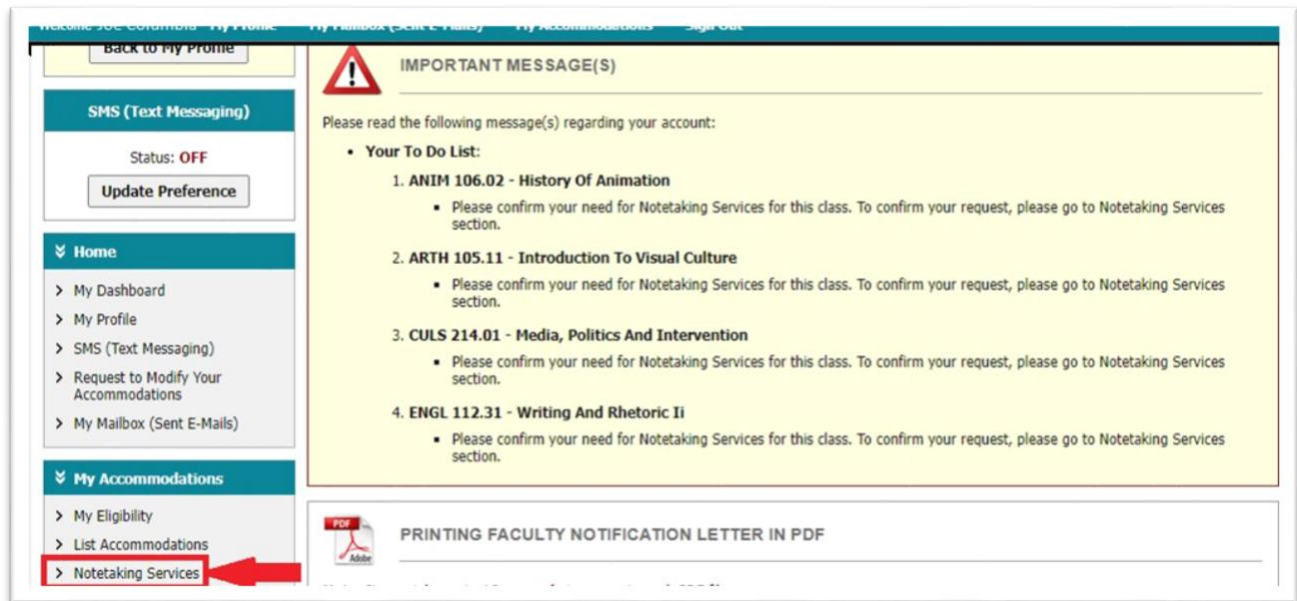


# Confirming Your Need for a Notetaker

1. You may have *requested* notetaking, but **after the first week of classes you must *confirm*** it.
2. Some classes are asynchronous, meaning you can take notes at your own pace. This means you don't actually need a notetaker.
3. Your MySSD home page should look like the picture below. Click "Notetaking Services" in the bottom left-hand corner.



(guide continues on next page)

4. You should be taken to a screen which looks like the picture below. Click “Confirm Now”

The screenshot shows a user dashboard for 'Joe Columbia'. The top navigation bar includes links for 'Welcome Joe Columbia', 'My Profile', 'My Mailbox (Sent E-Mails)', 'My Accommodations', and 'Sign Out'. The main content area is titled 'NOTETAKING SERVICES' and is for the 'Term: Spring 2022'. It lists three courses: CCCX 399.02 - Innovation And Impact: Defending Democracy, HIST 142.01 - Latin American History: Since 1800, and LITR 105.01 - Literature, Culture, And Power. Each course listing includes a 'Please Confirm Your Notetaking Services Request' message and a 'Confirm Now' button. The 'Confirm Now' buttons are highlighted with red boxes and red arrows pointing to them. A 'Questions? Contact Us!' section is at the bottom, with contact information for Columbia College Chicago's Services for Students with Disabilities.

5. REMEMBER: Notetakers are volunteer based. Please let us know if no one has volunteered in your class.

Guide complete!