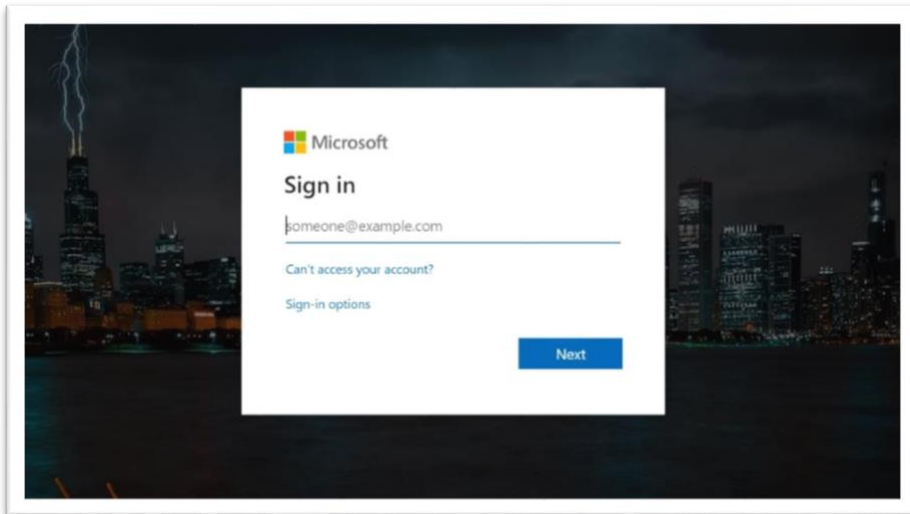


## How to Upload Notes as a Notetaker

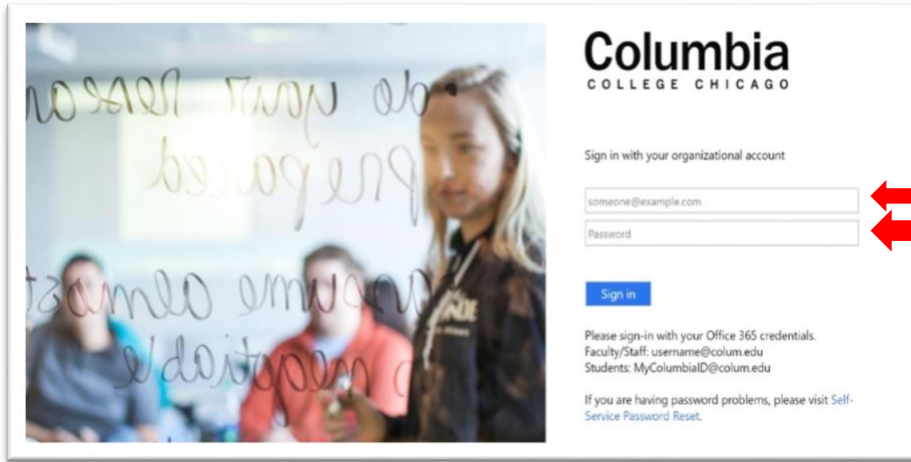
Once your Notetaking assignment has been confirmed with you by the SSD office, you will be able to submit notes. Notes must be submitted no later than 48 hours after class. To upload notes, please follow the guide below.

1. Visit: [elbert.accessiblelearning.com/colum](http://elbert.accessiblelearning.com/colum)
2. Sign into your “MyColumbia” account by entering your Columbia College Chicago email address ([ID#@colum.edu](mailto:ID#@colum.edu), ex: 123456@colum.edu)



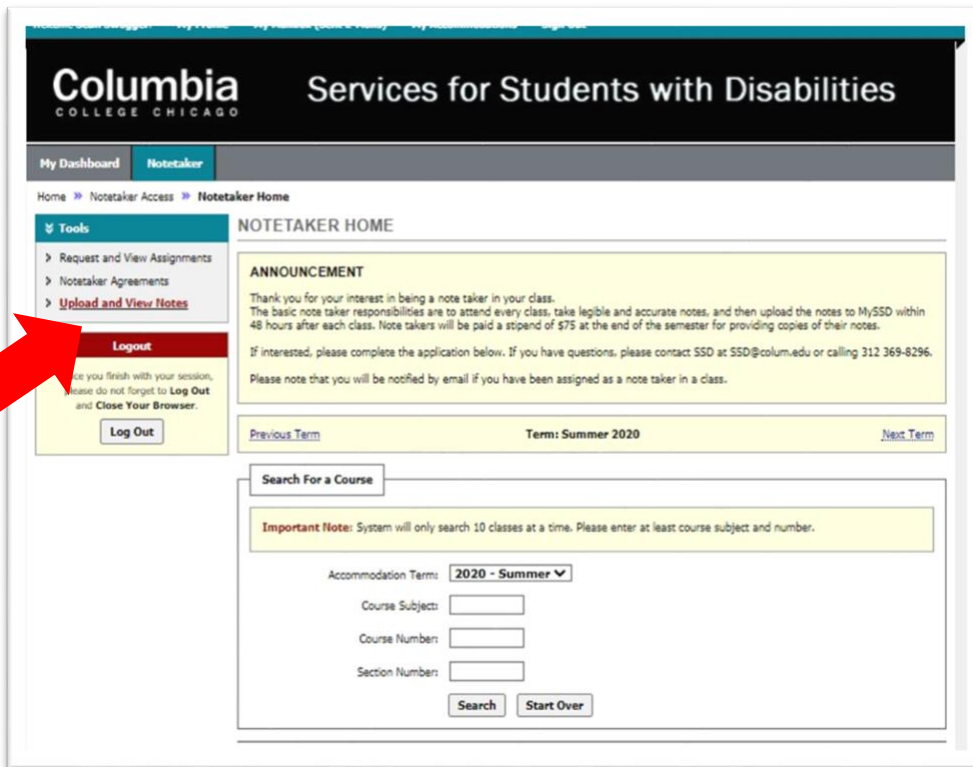
(guide continues below)

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



(guide continues below)

- Once logged into your MySSD Notetaker Profile, click "Upload and View Notes" located on the left side.



- You will then be taken to a screen where you will be able to upload your notes.

Guide complete!