How to Become a Notetaker


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](mailto:ID#@colum.edu), ex: 123456@colum.edu) and password, and click “Sign In”

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

![Image of Columbia email login page]

![Image of Online Notetaker Application page]
5. Complete the Notetaker Application, then click “Register as a Notetaker”.

6. 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 page screenshot](image-url)
7. Review the contract, then type your name in the “Required Step” field at the bottom. Click “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”.