



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

STUDENT DISABILITY SERVICES

## Using the Student Portal: Note Taking Services



### Confirming requests for a note taker

- If you included notetaking assistance when requesting your accommodations, you will then need to confirm each request.
- After logging into the [Student Portal](#), locate the My Accommodations sidebar menu, which will appear on the left-hand side of your screen.
- Select the **Notetaking Services** link, located within the My Accommodations sidebar.
  - If you do not see the **Notetaking Services** link, please refer to the [instructions on requesting your faculty accommodation letters](#) or contact your coordinator for support.
- Once the **Notetaking Services** link has been selected, check to see that you are in the correct term.
- To request notetaking services, select the **Confirm Now** link for each course in which you would like a notetaker.
  - After confirming the notetaking services request, SDS will work to hire a peer notetaker in the course. It may take up to a week for a notetaker to be hired.

### Accessing notes

- Once a notetaker is assigned to the course and has uploaded notes, you will be able to access the notes by selecting the **Available Notes for Download** link.
- Once you have selected the **Available Notes for Download** link, a drop-down box will appear that lists the date in which the notes were taken. You may download the notes as needed by selecting the **Download Note** link located next to that individual note's file.

- Once a notetaker has been assigned, please allow at least 48 hours after the course has ended for notes to appear. You may contact [Notetaking Services](#) if any problems arise.

**NEXT STEPS:**

- Review notes on a regular basis.
- Notify SDS right away if you have any questions or concerns.
- Cancel your note taking request in the Student Portal if at any time you no longer require this accommodation for a course.