

Instructions for indicating interest in becoming a Note Taker

Our Center uses an online portal called Accessible Information Management, known as AIM. AIM allows you to register as a note taker and efficiently upload notes. The student requiring notes will access the notes immediately and confidentially. AIM can be found as a tile on the myNCF App Gateway. Below you will find instructions on how to use AIM to register as a note taker.

If you do not already have an account with AIM, START HERE:

Step 1: Sign into myNCF App Gateway with your student email and password.

Step 2: Complete the online Note Taker Application using the link below:

<https://elbert.accessiblelearning.com/s-NCF/ApplicationNotetaker.aspx> (see screenshot below)

ONLINE NOTETAKER APPLICATION

ELIGIBILITY REQUIREMENTS

You must be currently enrolled in the class.
You must be in good academic standing.
You must take legible, accurate/complete notes for every class, lecture and/or discussion.
Note takers must obtain notes, if absent from class.
All information regarding the student receiving notes must remain confidential.

Step 1: Specify Login Information

School ID *:
Hint: Enter 9 alpha numeric characters.

Username *:
Important Note: Please make sure this username matches with your **Single Sign-On (SSO)** username in your school.

Email Address *:
Please enter email address that ends in @ncf.edu, for example:
yourusername@ncf.edu.

Continue to Step 2

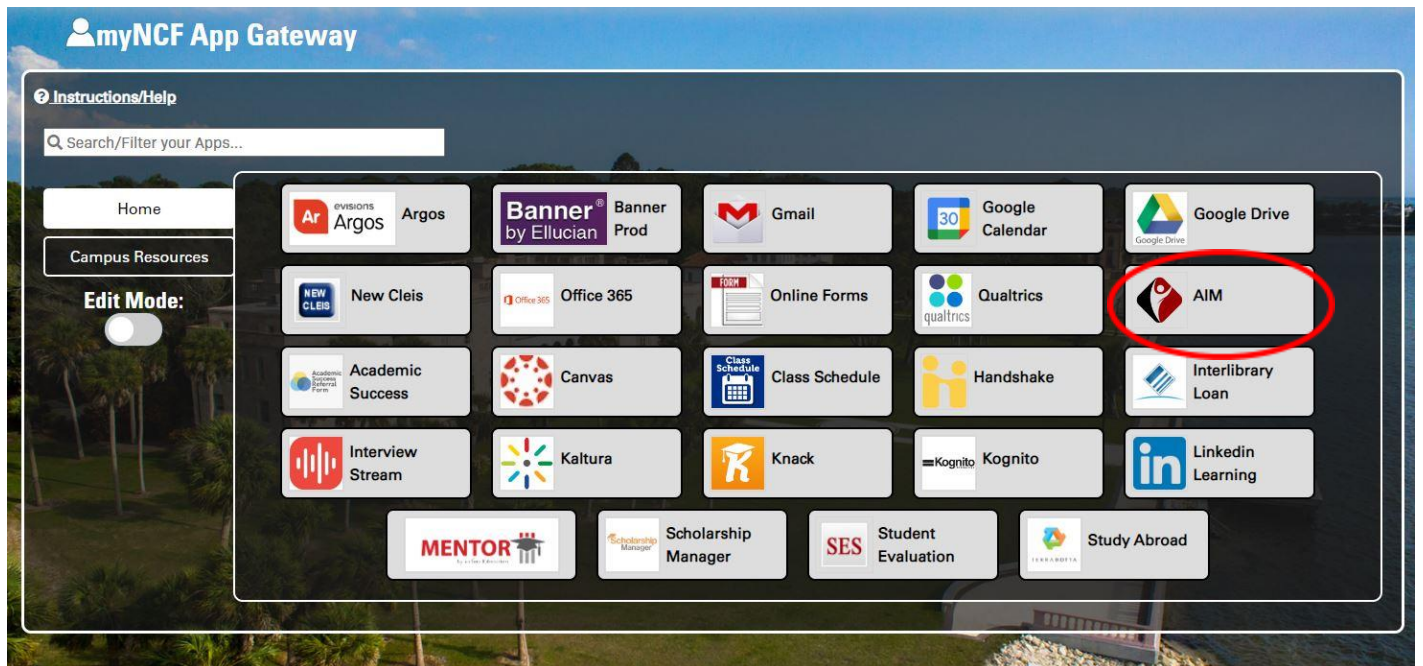
- *fill in your N number in the “School ID” field
 - For example: N10255153
- *fill in your username in the MyNCF App Gateway in the “Username” field
 - For example: john.doe19@ncf.edu
- *enter your NCF email address in the “Email Address” field
 - For example: john.doe19@ncf.edu

Step 3: Once you have completed the first step, click the button at the bottom of the form that states “Continue to Step 2” (outlined in red in the screenshot above). You will be directed to a form where you will input your name, date of birth, and pronouns.

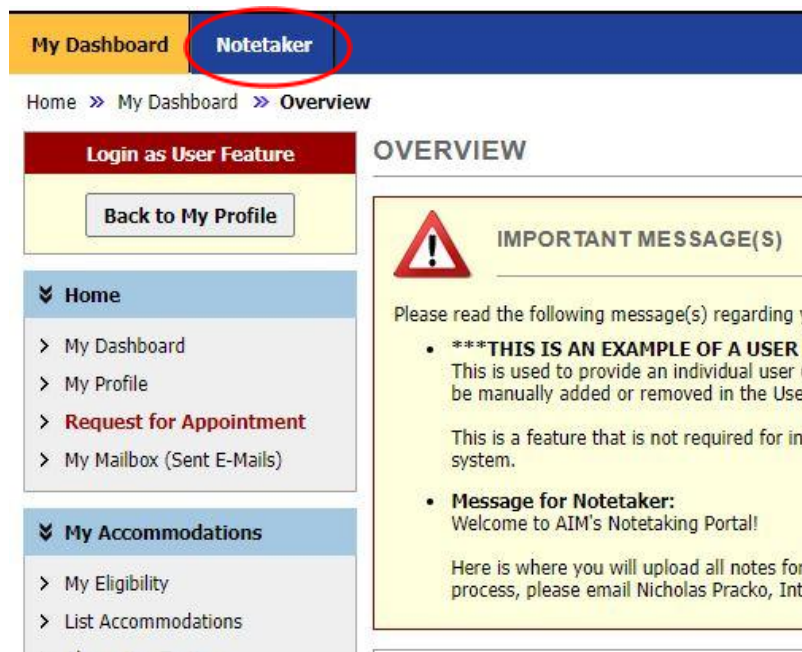
Step 4: Follow steps 1-3 on the next few pages.

If you already have an account with AIM, START HERE:

Step 1: Log in to AIM via the NCF MyApp Gateway by clicking on the AIM tile.



Step 2: Click on the “Notetaker” tab.



Step 3: Register for the courses you want to take notes for by entering the CRN or searching for the

courses manually. Once you enter your courses, click “Continue to Verify Your Courses”. We will reach back out to you within three business days to let you know if one of the classes you have listed requires a note taker. If you are selected as a note taker, you will receive a follow-up email with information about note taker hiring.

Click [here](#) to find the CRN’s for your courses:

https://newcleis.ncf.edu/pls/ncpo/bwckschd.p_disp_dyn_sched

Previous Term	Term: Spring 2022	Next Term
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Search For a Course

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

Accommodation Term: 2022 - Spring ▼

Course Subject:

Course Number:

Section Number:

SearchStart Over

Request a Notetaking Assignment

Enter Course Registration Number for 2022 - Spring

Important Note: If you have not signed an agreement for this particular term, the system will require you to submit a notetaker agreement after you click **Continue to Verify Your Classes**.

Continue to Verify Your Classes

If you have any questions regarding this process, please contact **Bella Shuler** at bshuler@ncf.edu. Thank you for your interest in becoming a note taker!