Signing up to be a DSS peer notetaker:

Go to our Website [www.uab.edu/dss](http://www.uab.edu/dss) and select “DSS Student Portal Login:

...Then select ‘Sign Up as Notetaker’

It will prompt you to this screen. Please note that your School ID must be your B number, Username must be your Blazer ID and email must be your UAB email.
You will then be prompted to answer questions regarding confidentiality. Once an account has been created – log back in using the Sign In tab and your BlazerID and Password.

*PLEASE CHOOSE FROM THE FOLLOWING OPTIONS*

<table>
<thead>
<tr>
<th>Sign in</th>
<th>New Student Application</th>
<th>Sign Up as Notetaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Students with Disabilities or Employees Working for BSS</td>
<td>New Student Registration to Receive Accommodation</td>
<td>Submit Application to Take Notes for Students with Disabilities</td>
</tr>
</tbody>
</table>

*Deaf and Hard of Hearing Request*
Request Transcriber or Interpreter for Your Event on Campus
When you Sign in you will be asked to enter CRN numbers. These can be found on your Blazernet (they are 5 digits). Enter the numbers for all of the classes you are willing to be a notetaker for.

Then you will select continue to verify classes.

<table>
<thead>
<tr>
<th>CRN</th>
<th>SBJ</th>
<th>CRS</th>
<th>SEC</th>
<th>Course Title</th>
<th>Status</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>30925</td>
<td>BUS</td>
<td>300</td>
<td>RR</td>
<td>Intro To Leadership Seminar</td>
<td>Assigned</td>
<td>View</td>
</tr>
<tr>
<td>36852</td>
<td>MG</td>
<td>413</td>
<td>2C</td>
<td>Employment Law</td>
<td>Not Assigned</td>
<td></td>
</tr>
<tr>
<td>38898</td>
<td>MK</td>
<td>303</td>
<td>2D</td>
<td>Basic Marketing</td>
<td>Assigned</td>
<td>View</td>
</tr>
<tr>
<td>40204</td>
<td>BY</td>
<td>108</td>
<td>2E</td>
<td>Hum Pop Earth Enviro</td>
<td>Not Assigned</td>
<td></td>
</tr>
<tr>
<td>40206</td>
<td>BY</td>
<td>109</td>
<td>F4</td>
<td>Lab In Environmental Science</td>
<td>Not Assigned</td>
<td></td>
</tr>
</tbody>
</table>

If you have been assigned a class – you will receive an email but the classes will also show up on your account as assigned or not assigned. Once you have been assigned to a class you can begin Uploading Notes.