




## 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:

DSS Portal

...Then select ‘Sign Up as Notetaker’

PLEASE CHOOSE FROM THE FOLLOWING OPTIONS

		
<b>Sign In</b> Registered Students with Disabilities or Employees Working for DSS	<b>New Student Application</b> New Student Registration to Receive Accommodation	<b>Sign Up as Notetaker</b> Submit Application to Take Notes for Students with Disabilities



**Deaf and Hard of Hearing Request**  
Request Transcriber or Interpreter for Your Event on Campus

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.

**Step 1: Specify Login Information**

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





Username\*:

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

**Continue to Step 2**

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

		
<b>Sign In</b> Registered Students with Disabilities or Employees Working for DSS	<b>New Student Application</b> New Student Registration to Receive Accommodation	<b>Sign Up as Notetaker</b> Submit Application to Take Notes for Students with Disabilities
		
<b>Deaf and Hard of Hearing Request</b> 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.

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**Request a Notetaking Assignment**

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**Step 1:** Choose Term

Term\*: **2017 - Spring ▼**

**Step 2:** Enter Course Registration Numbers

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

**Continue to Verify Your Classes**

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Then you will select continue to verify classes.

CRN	SBJ	CRS	SEC	Course Title	Status	View
30925	BUS	300	RR	Intro To Leadership Seminar	Assigned	<a href="#">View</a>
36852	MG	413	2C	Employment Law	Not Assigned Cancel This Class	
38898	MK	303	2D	Basic Marketing	Assigned	<a href="#">View</a>
40204	BY	108	2E	Hum Pop Earth Enviro	Not Assigned Cancel This Class	
40206	BY	109	F4	Lab In Environmental Science	Not Assigned Cancel This Class	

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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.

