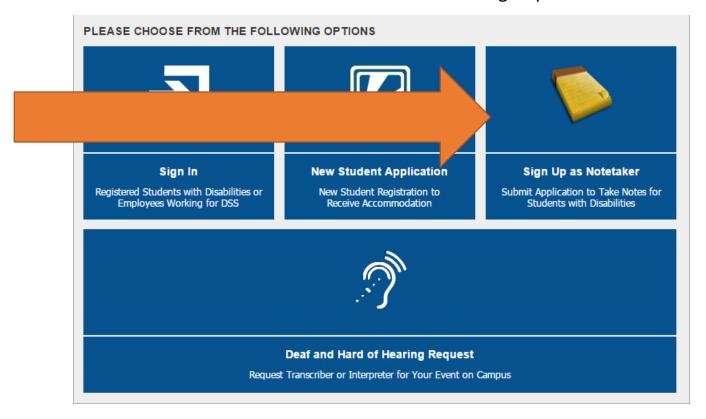
Signing up to be a DSS peer notetaker:

Go to our Website www.uab.edu/dss and select "DSS Student Portal Login:



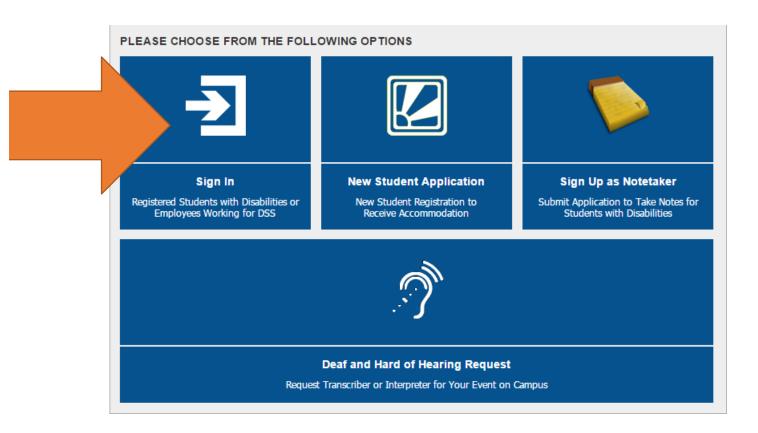
...Then select 'Sign Up as Notetaker'



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.

Step 1: Specify Login Information	
School ID*:	B12345678
	Hint: Enter 9 alpha numeric characters.
Username*:	asjohnso
Email Address*:	asjohnso@uab.edu
	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



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.

Request a Notetaking A	ssignment				
Step 1: Choose Term					
	Term*: 2017 - Spring ▼				
Step 2: Enter Course Registration Numbers					
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				

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	View
36852	MG	413	2C	Employment Law	Not Assigned Cancel This Class	
38898	MK	303	2D	Basic Marketing	Assigned	View
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	

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.