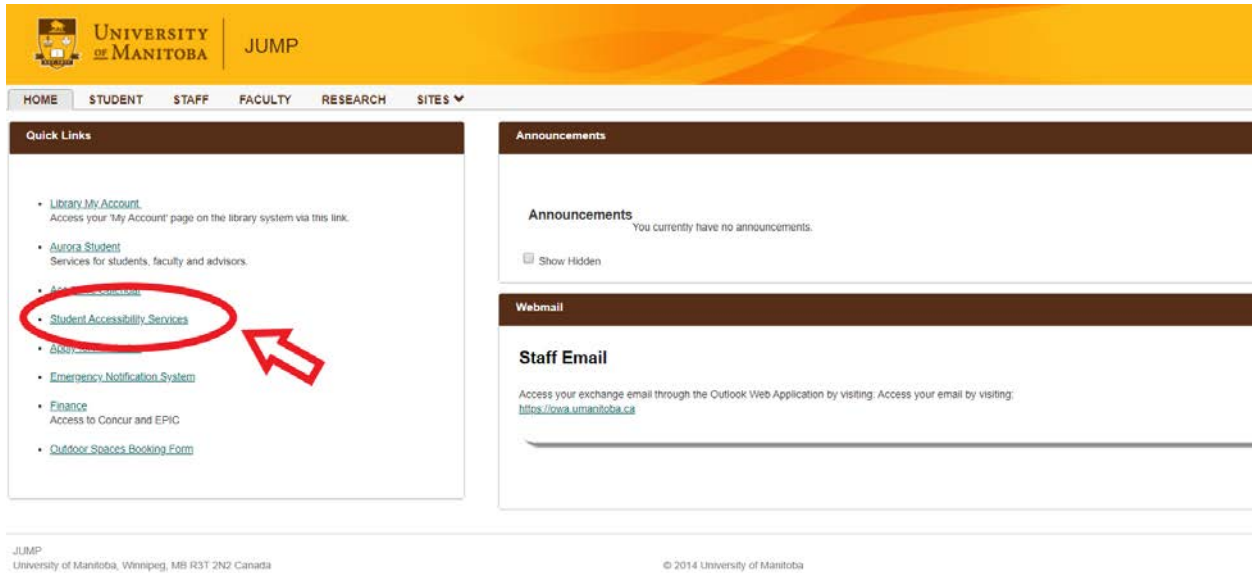


## Requesting a Volunteer Notetaker

How a registered SAS student can request a volunteer notetaker

### Step 1: Log into the SAS portal in JUMP



The screenshot shows the JUMP portal interface. At the top, there is a navigation bar with 'HOME', 'STUDENT', 'STAFF', 'FACULTY', 'RESEARCH', and 'SITES'. Below this, the 'Quick Links' section is visible, containing several links. The link for 'Student Accessibility Services' is circled in red, and a red arrow points to it. Other links include 'Library My Account', 'Aurora Student', 'Emergency Notification System', 'Finance', and 'Outdoor Spaces Booking Form'. To the right, there are sections for 'Announcements' (stating 'You currently have no announcements.') and 'Webmail' (providing a URL for Outlook Web Application).

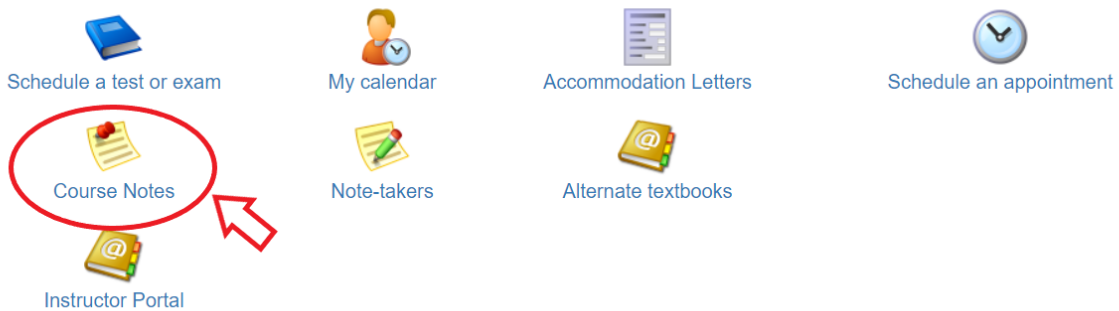
### Step 2: Select "Course Notes"



Main menu

Welcome to the Online Student Services

Please select an option from the menu below:



The screenshot shows a grid of service options. The 'Course Notes' option is circled in red, and a red arrow points to it. The other options are: 'Schedule a test or exam', 'My calendar', 'Accommodation Letters', 'Schedule an appointment', 'Note-takers', 'Alternate textbooks', and 'Instructor Portal'.

Student Accessibility Services  
520 University Centre  
University of Manitoba  
204-474-7423  
Student\_accessibility@umanitoba.ca

Student Accessibility Services Exam Centre  
155 University Centre  
University of Manitoba  
204-474-6213  
sasexams@umanitoba.ca

**Step 3:** Select “Courses/notes” in the top left corner



Main menu

[Courses / notes](#) [FAQ](#) [Submit a comment](#) [Help](#)

Welcome to the SAS note-taker portal. We are excited about the new system as you can select a note-taker that best suits your needs.

To access potential notes, click on, “Courses/Notes”.

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520 University Centre            155 University Centre  
University of Manitoba            University of Manitoba  
204-474-7423                        204-474-6213  
[Student\\_accessibility@umanitoba.ca](mailto:Student_accessibility@umanitoba.ca)      [sasexams@umanitoba.ca](mailto:sasexams@umanitoba.ca)

**Step 4:** You must confirm that you require a volunteer notetaker (VNT) for each course by clicking the “change this” link



Main menu

[Courses / notes](#) [FAQ](#) [Submit a comment](#) [Help](#)

### Courses

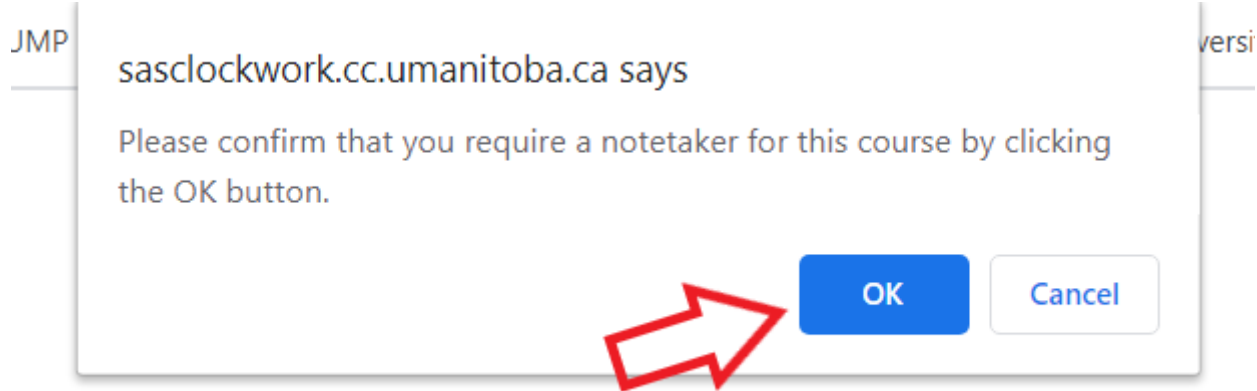
Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for. Please be aware that your notes will only be available to you until the last day of classes. Make sure you download any notes you will need by that time.

Show term:

Course name	I require a note taker	Note taker availability	My lecture notes
<b>Test 9000 T01</b> <a href="#">view download history</a>	No <a href="#">change this</a>		N/A
<b>Test 9050 T01</b> <a href="#">view download history</a>	No <a href="#">change this</a>		N/A

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520 University Centre            155 University Centre  
University of Manitoba            University of Manitoba  
204-474-7423                        204-474-6213  
[Student\\_accessibility@umanitoba.ca](mailto:Student_accessibility@umanitoba.ca)      [sasexams@umanitoba.ca](mailto:sasexams@umanitoba.ca)

**Step 5:** Click ok to the pop up. This will allow you to view potential notes that are available in your classes



**Step 6:** You will be able to browse any samples notes that have been submitted by potential note takers under “Note taker availability”. Once you select a volunteer, the volunteer will receive an automated email from our office to begin uploading all of their notes for this specific class.

If it says “None are available at this time”, it means that no one has volunteered their notes and you will need to talk to your Accessibility Coordinator about requesting another announcement to be made in your class.



Main menu 56T log out

Courses / notes    FAQ    Submit a comment    Help

Successfully marked 'require notetaker'.

### Courses

Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for. Please be aware that your notes will only be available to you until the last day of classes. Make sure you download any notes you will need by that time.

Show term:  Refresh

Course name	I require a note taker	Note taker availability	My lecture notes
<b>Test 9000 T01</b> <small>view download history</small>	Yes <small>change this</small>	None are available at this time	N/A
<b>Test 9050 T01</b> <small>view download history</small>	No <small>change this</small>		N/A

**Step 7:** Once a classmate has uploaded sample notes, and the SAS student has selected this volunteer, you will be able to view the notes on the same page. You will be able to view all lectures notes for this particular class under “My lectures notes”

### Courses

Your courses are listed below. Please ensure the 'I require a note taker' reads 'Yes' for each course that you require notes for. Please be aware that your notes will only be available to you until the last day of classes. Make sure you download any notes you will need by that time.

Show term:

Course name	I require a note taker	Note taker availability	My lecture notes
<b>Test 9000 T01</b> <small>view download history</small>	Yes <small>change this</small>	Selected	<input type="button" value="Notes"/>
<b>Test 9050 T01</b> <small>view download history</small>	No <small>change this</small>		N/A

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**Step 8:** You will see a listing of the notes uploaded and you can select which notes you'd like to download by clicking "View notes". You may also see any additional comments the volunteer notetaker may have made under the "Comments" column.

### Lecture Notes for Test 9000 T01

view download history

Lecture date	Note taker	Comments	Download
<b>January 7</b> (Tue)	Notetaker 3373		<input type="button" value="View notes"/>

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