# **How to sign up to be a Peer Notetaker with SDAC**

First, click on the link below. This link was also sent out in the email from your professor.

[SDAC Notetaker Application](http://yukon.accessiblelearning.com/virginia/ApplicationNotetaker.aspx)

1. Sign into the portal.
	* The **school ID** is your computing ID plus 0’s in the front to make it 7 digits. So for example sh2aw would be 00sh2aw.
	* For the **Email Address** please use your @virginia.edu email.
	* If you have been registered with our office before it will show up as an error. Please email us at sdac@virginia.edu and we will reset your account!



Step 1

1. Complete the Online Notetaker Application, then click register as notetaker on the bottom. A screen shot of this is shown on the next page.

Continue to next page



[Grab your reader’s attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

Step 2

1. Now sign in to the online services. Your username is your computing id for example (sh2aw) and your password is **your Netbadge password**.



Step 3

1. Click the Notetaker tab on the top right. 

Step 4

1. Search for your course you want to take notes for, then verify your classes.



Step 5

1. Your class should populate then click select.



Step 6

1. Verify your classes by clicking the box for the class(s) you want to take notes for then click submit your class schedule.



Step 7

1. Thank you for signing up to be a notetaker! Once assigned as a notetaker, you can upload your notes. (See the training on uploading notes).