ACCESS, EQUITY, INCLUSION

UNIVERSITY OF MISSISSIPPI
STUDENT DISABILITY SERVICES

Tutorial
Volunteer Notetaker-Uploading Notes Process

Step 1: Visit the SDS website, and select the "Rebel Access" button.

Step 2: On the Rebel Access Portal page, select the "Rebel Access Notetaker" button.

Step 3: Sign in to Rebel Access using your Web ID information.

Step 4: Click the "Notetaker" tab at the top of the page.

OVERVIEW

⚠ **IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- **Message for Notetaker:**

WELCOME!!!
Thank you for your for serving as a volunteer note taker this semester. As a note taker, you are responsible for taking detailed notes in class and uploading them to the Notetaking Services portal in Rebel Access. Your service ensures that students approved for this accommodation have equal access to classroom content. Please feel free to contact the Notetaking Services office in Student Disability Services with any questions or needs.

PLEASE REMEMBER

Upload a copy of your notes to Rebel Access within 24 hours of each course meeting! If you take notes by hand, please make sure they are clear and legible. You may use a scanner or take a clear photo of your notes using one of the free scanner apps available on in the Windows Store or Application Store and upload the image(s) to the corresponding class.

Thank you, again, for your service!

Step 5:   Scroll down to the form to upload the notes:

1. Choose the class the notes are for from the "Select Class" drop down menu.
2. Choose the week from the "Notes For" drop down menu.
3. Select the day of the week.
4. Select the notes using the "Choose File" button.
5. Click the button to "Upload Notes".

Uploading Instructions: Please scan your document at **150 dpi as the scanner resolution.** The maximum allowable file size is **1 MB** per upload.

File Information

Select Class*:   MTH 95.1 - Intermediate Algebra ▾

Notes for*:   Week 2 ▾

Select Day(s)*

☑ Monday   ☐ Tuesday
☐ Wednesday   ☐ Thursday
☐ Friday   ☐ Saturday
☐ Sunday

Select File: Choose File   No file chosen

Upload Notes

This concludes our tutorial on Volunteer Notetaker-Uploading Notes Process.

Questions or Problems? Contact SDS!
Call: 662-915-7128
Email: sds@olemiss.edu