



UNIVERSITY OF MISSISSIPPI  
**STUDENT DISABILITY SERVICES**

**Tutorial**  
**Volunteer Notetaker-Uploading Notes Process**

**Step 1:** Visit the SDS website, and select the “Rebel Access” button.

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Student Disability Services

Home | About Us | Current Students | Parents | Faculty | SDS Testing Center | Resources | FAQs

**Welcome!**  
UNIVERSITY OF MISSISSIPPI  
**STUDENT DISABILITY SERVICES**

**APPLY FOR SERVICES**      **REBEL ACCESS**

**FOR ASSISTANCE:**

- ✉ [sds@olemiss.edu](mailto:sds@olemiss.edu)
- ☎ 662-915-7128
- ☎ 662-638-0379 (VP)
- ☎ 662-915-5972 (Fax)
- 📍 234 Martindale ([Click for Map](#))

**OFFICE HOURS:**  
Monday-Friday 8am to 5pm

Messages may be left on the office's voice mail system when the office is closed.

**VISION:** Student Disability Services embraces an educational community that celebrates and values the uniqueness and diversity of each student.

**MISSION:** In the spirit of equity, and in collaboration with the larger campus community, Student Disability Services leads the university in its commitments to recognize disability as a valued aspect of diversity, to embrace access as a matter of social justice, and to design more welcoming and inclusive environments.

**CORE VALUES:** As a department, and as individuals, we are committed to following the below Core Values as the foundation of our philosophical and decision-making processes:

- We recognize disability as a dimension of human variation and consider it to be an interaction between the person and the artificially-created barriers to physical, educational, economic, social, and policy environments.
- We support university standards and integrity by valuing high expectations for all students, including those with disabilities.

[Policies](#)

[Forms](#)

[Student Privacy and Confidentiality](#)

[Documentation Guidelines](#)

[Accommodation Information](#)

[Disability Specific Information](#)

[Accessible Format and Assistive Technology](#)

**Step 2:** On the Rebel Access Portal page, select the “Rebel Access Notetaker” button.

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## Student Disability Services

Home About Us Current Students Parents Faculty SDS Testing Center Diversity and Inclusion

### Rebel Access Portal

**1** Please click one of the buttons below to sign in to your respective Rebel Access Portal. Below the buttons is a section for tutorials to help guide you in learning how to use the Rebel Access Portals.

**Student Portal**



**Instructor Portal**



**Notetaker Portal**



**Interpreting Portal**



**MAIN OFFICE – MARTINDALE:**  
✉ [sds@olemiss.edu](mailto:sds@olemiss.edu)  
☎ 662-915-7128  
☎ 662-638-0379 (VP)  
☎ 662-915-5972 (Fax)  
📍 234 Martindale (Click for Map)

**SDS TESTING CENTER – KINARD:**  
✉ [sdstesting@olemiss.edu](mailto:sdstesting@olemiss.edu)  
☎ 662-915-2514  
📍 366 Kinard Hall (Click for Map)

#### Rebel Access Tutorials

- [Rebel Access Student Tutorials](#)
- [Rebel Access Faculty/Instructor Tutorials](#)
- [Rebel Access Notetaker Tutorials](#)

UM Commitment to Access & Inclusion

SDS Policies

Documentation Guidelines

Accommodation Information

SDS Appeal Process

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

THE UNIVERSITY of MISSISSIPPI

## WebID Authentication Required

WebID:

Password:

[Password Help](#)

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**Step 4:** Click the “Notetaker” tab at the top of the page.

The screenshot shows the 'Notetaker' dashboard for The University of Mississippi. At the top, there is a navigation bar with 'Welcome', 'My Profile', 'My Mailbox (Sent E-Mails)', and 'Sign Out'. Below this is the university's logo and name. A secondary navigation bar contains 'My Dashboard' and 'Notetaker', with 'Notetaker' highlighted by a red circle. The main content area is titled 'OVERVIEW' and features a yellow warning box with a red triangle icon. The message inside the box reads: '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!'. On the left side, there are several sections: 'Login as User Feature' with a 'Back to My Profile' button; 'Home' with links to 'My Dashboard', 'My Profile', 'Equipment Checked Out', 'My Mailbox (Sent E-Mails)', and 'Housing Accommodation'; 'Important Dates' with dates for 'September 02' (Labor Day - University Closed), 'October 28' (Early Registration Begins), and 'November 23' (Thanksgiving - University Closed); and 'Logout' with a 'Log Out' button and a reminder to log out and close the browser.

Welcome

My Profile My Mailbox (Sent E-Mails) Sign Out

**THE UNIVERSITY of MISSISSIPPI**

My Dashboard **Notetaker**

Home » My Dashboard » Overview

**Login as User Feature**

Back to My Profile

**Home**

- > My Dashboard
- > My Profile
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)
- > Housing Accommodation

**Important Dates**

- > **September 02**  
Labor Day - University Closed
- > **October 28**  
Early Registration Begins
- > **November 23**  
Thanksgiving - University Closed

**Logout**

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

**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)\*

<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Tuesday
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
<input type="checkbox"/> Sunday	

Select File:  **No file chosen**

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

Questions or Problems? Contact SDS!

Call: 662-915-7128

Email: [sds@olemiss.edu](mailto:sds@olemiss.edu)