AccessibleNU Process for a Notetaker

Step 1. Signing up as a Notetaker in AccessibleNU

All students who become a Notetaker will need to complete the Notetaker Online Application at https://andes.accessiblelearning.com/northwestern/applicationnotetaker.aspx. You must now enter all of the following information, your school ID number, your NET-ID username, and your northwestern email address. Please verify that the information you entered is correct, enter the required security code, and click the button titled “Continue to Step 2”.

You will be directed to the “Online Notetaker Application.”
Step 2. Online Notetaker Application

You will be first asked to confirm that the personal information you entered is correct. If you incorrectly entered either your NET-ID, your School ID number (under personal information), or your NU email address (under contact information), click the button titled, “Modify Your Initial Entry.” You are now ready to fill out the Online Notetaker Application.

- “Personal Information” → please enter your first name, last name, (middle name), and gender.
- “Contact information” → please enter any valid phone numbers at which you can be reached.
- “Local Address” → please provide the address that you use on campus. If it is the spring quarter, it may be wise to use your permanent address.
- Click the button titled, “Register as a Notetaker,” when you are satisfied with the information you entered.
- You will be directed to your Notetaker Home page.
Step 3. Registering As a Notetaker for a Course

- The website is: [https://andes.accessiblelearning.com/northwestern](https://andes.accessiblelearning.com/northwestern) (please bookmark). In order to use ACCESSIBLENU, you will need to log in using your Northwestern NET-ID, your password, and NU email (Note: the system does not store your password).
- Go to Notetaker Tab and continue to step 2.
- Choose Term
- Enter Course Registration Number(s) for the classes you are taking notes in. The Course Registration Number (CRN) also known as **Class Number** is a 5-digit numerical identifier for each class in the schedule.
- Click “Continue to Verify Your Classes”. If you are already a notetaker for a different class next term and have signed the notetaker contract, go to step 4. Otherwise, continue to step 3.
Step 4. Signing the Notetaker Contract

Please read all the information on the contract so that you know what is expected of you. **This must be done once a term!**

- Select one of the options (US Citizen, Permanent Resident or Non-Alien Resident); **please note you must provide acceptable, ORIGINAL documents that establish identity and employment authorization in United States.** Please see “Additional Information” for more details.

- Once you sign the Notetaker Contract, you will receive an email, please keep for your records. There is additional documentation required that you will receive links to in the email. **Please complete your paperwork as soon as possible.** You may continue to step 4.

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Notetakers will:

- Write down all relevant information including lecture notes, test and quiz dates, assignments and important vocabulary.
- Attend all classes, be on time, and be prepared to take notes. A notetaker who is unable to attend a class should contact another student to take notes.
- Meet with the student outside of class if the ANU student requests you to clarify information.
- Copy and provide notes to students. Student requiring notes should have a copy card provided by ANU.
- Notetakers may also be asked to assist students with other in-class duties such as manipulating lab equipment.

Notetakers will not:

- Be responsible for the student completing assignments properly or on time.
- Answer questions about the course content when these questions are better directed to the faculty member.

ANU Students will:

- Assist ANU in finding a notetaker.
- Communicate with the notetaker if clarification is needed regarding the material.
- Go to class. The notetaker is **NOT** a substitute for class attendance.
- Take his/her own notes to the best of his/her ability.
- Alert ANU to problem with a notetaker and work with a staff member for a resolution.

Confidentiality Statement

Note-taking and Transcription

It is the policy of AccessibleNU of the Division of Student Affairs at Northwestern University to keep confidential all documentation, communication, and information about students registered with this office. Unless otherwise permitted by law, no information about students shall be voluntarily disclosed without the express written permission as indicated on a Release of Confidential Information form or comparable form.

Information will be released only by written permission of the student involved. When a staff member receives a request for information about a student, under no circumstance is information to be given out unless it is stated on the student's release, or cleared through AccessibleNU.

Individuals serving as computer-aided note-takers or transcriptionists are expected to convert spoken language into text form for the purpose of accommodating students with disabilities. Transcripts are only to be made available to students approved by ANU for note-taking or transcription accommodations and to the faculty members instructing the classes transcribed.
Step 5. Verifying Your Classes

- Please check to make sure you have signed up for the right course and section and that all the information is correct (i.e. Department, Course Number, Section, Title of Class and Campus)
- Click “Submit Your Class Schedule”
- If you entered in the wrong class number or Course Registration Number (CRN), then click “Cancel”.
- Please email the appropriate person at ANU to notify them to link your account to the course you are note taking for. Please allow one to two business days for ANU to confirm your note taking assignment, then continue to step 6.

Step 6. Uploading Notes

Once you receive the Notetaking Assignment Confirmation, you can then:

- Login to AccessibleNU, go to the Notetaker Tab and at the bottom of the page you will see “File Information”
- Please select the class, select which week the notes are for, and select which day the notes are pertaining to (can be for multiple days).

Note: **Notes cannot be larger than 1MB.** ANU prefers Microsoft Word Documents (*.doc or *.docx) or Adobe Acrobat PDF (*.pdf). ANU is able to scan documents if you do not have access to one. AccessibleNU is available 24 hours a day from a computer with an internet connection.
Step 7. Deleting Notes

If you need to change or upload a new version of notes, you must delete the old version then upload the new version. This can be done by going to “Upload and View Notes” under Tools, then going to the particular notes and click “Delete.” You may also upload notes in this section as well.