Hello and welcome to Accessibility's web module on requesting a note-taker with Accessibility Services.  For your convenience, there is closed captioning provided for this video.  In addition, please find the link for a transcript of the video below on this web page.

Students who have self-renewed for the academic term or registered with Accessibility for the current academic year; and students who receive note-taking accommodations can request note-taking on the Accessibility Information Management System also known as AIMS.  To request notes, you will need to log on to AIMS. AIMS can be accessed by entering the following website into your web browser: utm dot utoronto dot c a forward slash accessibility.  You will be directed to Accessibility's main website.  On this page, you will find a heading on the left-hand side of the page titled Accessibility Information Management System for students.  Beneath the heading will be a link that states login.  Click this link.  You will be directed to the AIMS login page.  Please select the AIMS link located in the centre of the page.  You will then be directed to the AIMS welcome page.  On this page, there are several icons.  To request note-taking, select the **Course Notes** icon.  You will then be re-directed to the welcome page for the note-taking program.  You will see several tabs on the top of the page, select the Course slash notes tab. You will then be required to log in with your UTOR ID and password.

On the page, the courses for which you are currently enrolled in will be listed on the left-hand side.  On the right-hand side, there is a column

titled **I require a note taker**. Under this heading, there will be a **NO** next to each course. To obtain notes, this must be changed from **NO** to **YES** by clicking on the change this link and then selecting **OK** on the pop-up window to confirm that you require a note-taker for the course. After this point, you have requested notes for the course.

Please note that you will have access to notes from all available note-takers in the course. As such, you can disregard the column **Note Taker Availability** as you do not need to select a note-taker. To access notes, click the **Notes** button under the **My lecture notes** column heading. You will then be taken to the lecture notes page for that course. Here you can view all the notes uploaded by all the volunteer note-takers registered in this course. If there is a message stating that **There are no notes currently available for download**, please check back periodically as notes will become available regularly. Once notes are available, select the **view notes** buttons next to each lecture under the **Download** column heading. A pop-up window will appear in which you can either open the document or save the file to your computer. At the bottom of the table on the left-hand side are page numbers with arrows to the left and to the right. Selecting the arrows will take you to additional pages containing the lecture notes from the note-takers. To facilitate the process of finding a note-taker or lecture notes, you can click on the column heading, such as the lecture date heading, one time to sort that column in ascending or descending order.

Should you encounter any concerns regarding the notes or the availability of note-takers, you must contact the Accessibility Note-taking team directly.  If you have any questions or concerns related to note-taking, please call nine, zero, five, eight, two, eight, five, four, two, two, or email access volunteers dot utm at utoronto dot ca.  Thank you for reviewing the web module on how to request a note-taker with Accessibility Services at the University of Toronto Mississauga.