Requesting a Volunteer Notetaker

How a registered SAS student can request a volunteer notetaker

**Step 1:** Log into the SAS portal by visiting  
https://sasclockwork.cc.umanitoba.ca/ClockWork/custom/misc/home.aspx

Use your UofM student email account to sign in through Microsoft. If you are already signed in to a UofM account on your browser it might skip the Microsoft sign in.
Step 2: Select “Course Notes”

Step 3: Select “Courses/notes” in the top left corner

Step 4: You must confirm that you require a volunteer notetaker (VNT) for each course by clicking the “change this” link
Step 5: Click ok to the pop up. This will allow you to view potential notes that are available in your classes.

Step 6: You will be able to browse any samples notes that have been submitted by potential note takers under “Note taker availability”. Once you select a volunteer, the volunteer will receive an automated email from our office to begin uploading all of their notes for this specific class.

If it says “None are available at this time”, it means that no one has volunteered their notes and you will need to talk to your Accessibility Coordinator about requesting another announcement to be made in your class.
Step 7: Once a classmate has uploaded sample notes, and the SAS student has selected this volunteer, you will be able to view the notes on the same page. You will be able to view all lectures notes for this particular class under “My lectures notes”.

Step 8: You will see a listing of the notes uploaded and you can select which notes you’d like to download by clicking “View notes”. You may also see any additional comments the volunteer notetaker may have made under the “Comments” column.
### Lecture Notes for Test 9000 T01

<table>
<thead>
<tr>
<th>Lecture date</th>
<th>Note taker</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7</td>
<td>Note taker 3373</td>
<td></td>
</tr>
</tbody>
</table>

[View notes]