How can a student request Class Notes?

Tell Me

Students who are registered with the Office of Disability Services (DS) and have been approved for the Class Notes accommodation should follow the below steps to indicate the need for a Note Taker for a specific course:

1. Go to [DS Portal](#) website.
2. Click on [DS Student Portal](#) icon.
3. Click on [Course Notes](#) icon.
4. Click on the [Courses/notes](#) tab in the main menu.
5. Log in using your NinerNET username and password.

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Make sure you have selected Class Notes Accommodation during the process when you requested your Letter of Accommodations. Visit the Online Request Accommodation Letters for more information.

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This is the same information you use to sign in to “My UNC Charlotte” Portal. <EDIT - I think this note is probably not needed.>

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Please Log In

To access this site you will need to log in with your NinerNet username and password. Please remember to log out when you are done.

NinerNet username: ninernet
Password: **********

Log In
6. **Select** the correct semester
7. **Click on change this** besides the course for which you need a note taker - the field will change to **Yes**

8. The DS Note Taker Administrator will email your class about the need for a Note Taker. After a Note Taker is assigned and begins submitting notes, you will be notified via email.

9. For questions, email notetaker@uncc.edu, or call (704) 687-0040

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**Related FAQs**

- **How can a student schedule a final exam using the DS Student Portal?**
- **How can a student schedule a test using the DS Student Portal?**
- **How can a student view and download Class Notes?**
- **How can a student request Class Notes?**
- **How can a student request Accommodation Letters using the DS Student Portal?**