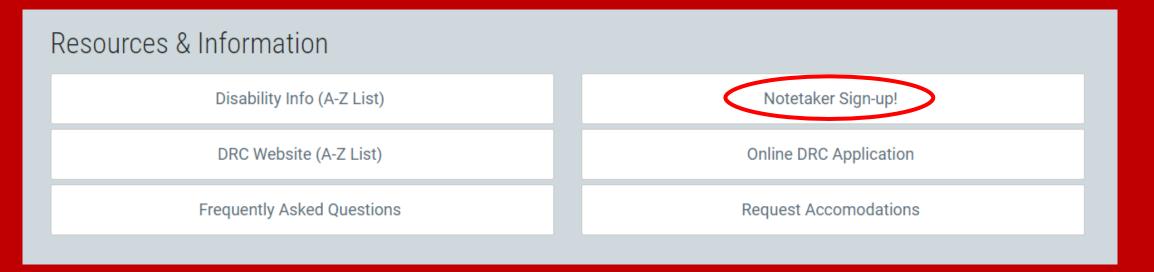
NOTETAKING

Applying to be a Notetaker with the DRC

From the DRC webpage (www.unlv.edu/drc), scroll down and click "Notetaker Sign-up!"



- Type your ACE username
- Type your ACE Password
- Click "Log In"

UNIV Log in to your ACE account



Need Help?

Contact the <u>IT Help Desk</u> for help with your ACE account:

- Online: Help request form
- Phone: 702-895-0777
- Email: ithelp@unlv.edu
- Visit: SU 231 or CBC B113

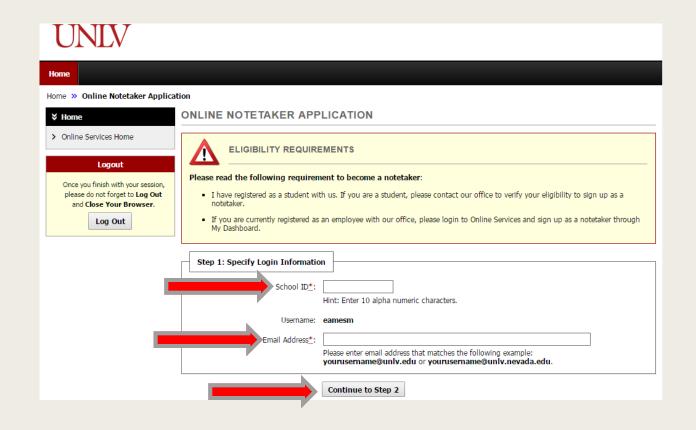
What is the ACE account?

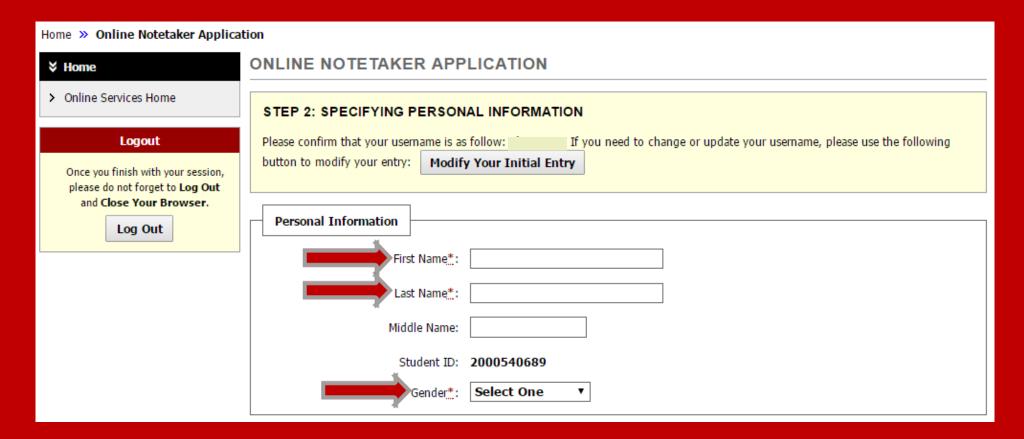
The <u>UNLV ACE account</u> gives you one username and one password to access various UNLV applications, including Munis, Archibus (Web Central), i-Leave, and VPN software. Many departments also use their ACE accounts as their workstation login.

Produced by the UNLV Office of Information Technology

Application

- Enter your NSHE ID
- Enter your UNLV email address. (.unlv.Nevada.edu)
- Click "Continue to Step 2"

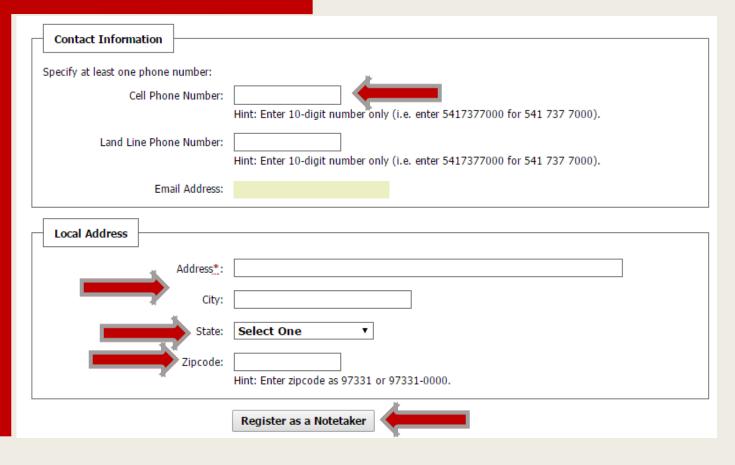




Add Personal Information

- Type your first name
- Type your last name
- Select gender

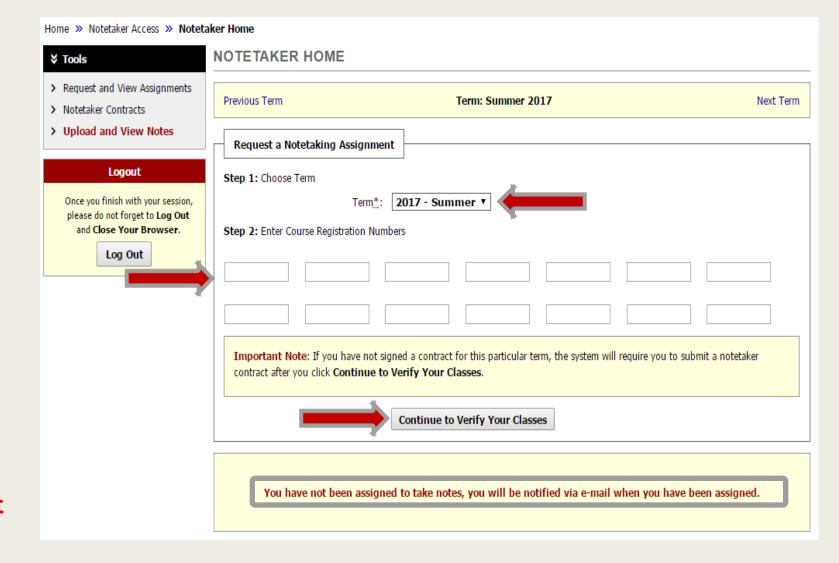
Note: Only click "Modify Your Initial Entry" if the usesrname listed is Incorrect.



- Enter your phone number
- Enter your address with City
- Select State
- Enter Zip Code
- Click "Register as a Notetaker"

- Select enrollment Term
- Enter correct CRN (Course Registration Number) in a separate box. Be sure to add all courses in which you are enrolled
- Click "Continue to Verify Your Classes"

Note: Requesting does not guarantee a notating assignment



NOTETAKER HOME

Previous Term Term: Summer 2017 Next Term

NOTETAKER AGREEMENT FOR 2017 - SUMMER



By signing this document electronically and submitting the agreement you are agreeing to all of the terms, conditions, and policies in the **DRC Notetaker Agreement**. Failure to follow any portion of the contract may result in contract termination without notice. DRC reserves the right to withhold or pro-rate any payments for Notetakers who violate any portion of the **DRC Notetaker Agreement**.

Notetaker Terms of Service:

- 1) You must be a UNLV student, registered and attending the class you are taking notes in.
- 2) You must have a 2.75 GPA or higher.
- 3) You cannot be a student registered and receiving accommodations through the DRC. For exceptions to this policy, please contact the Notetaking Coordinator at 702-895-0147

-	Required Step			
		Full Name*:	Note: Please sign exactly as]

By signing this document electronically and submitting the agreement you are agreeing to all of the terms, conditions, and policies in the **DRC Notetaker Agreement**. Failure to follow any portion of the contract may result in contract termination without notice. DRC reserves the right to withhold or pro-rate any payments for Notetakers who violate any portion of the **DRC Notetaker Agreement**.

Submit Your Notetaker Contract



Review Notetaker Agreement

Note: You will need to read the entire agreement (not pictured here)

E-Sign the form

Note: Please type your name, in the space provided, exactly as it appears below the box. This is considered your signature.

Click Submit