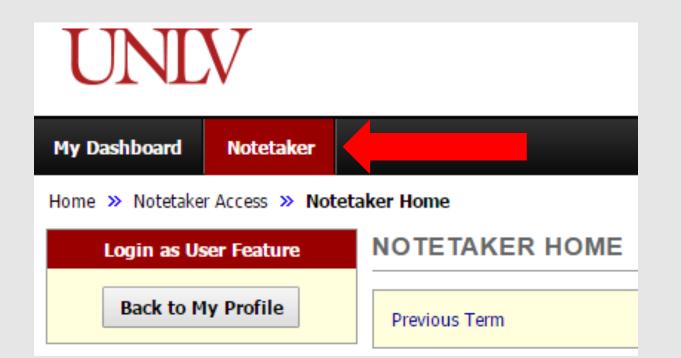
UNIV Log in to your ACE account

Username	
Password	
Log In	
Forgot Your Password?	-
Need Help?	What is the ACE account?
Contact the <u>IT Help Desk</u> for help with your ACE account:	The <u>UNLV ACE account</u> gives you one username and one password to access
 Online: <u>Help request form</u> Phone: <u>702-895-0777</u> Email: <u>ithelp@unlv.edu</u> Visit: <u>SU 231</u> or <u>CBC B113</u> 	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 C	ffice of Information Technology

Log In to RAP

Select the "Notetaker" Tab



NOTETAKER HOME			Accepting an Invoice
Previous Term	Term: Summer 2017	Next Term	 Select a class
	It's Time to Sign Submit The Following Form(s) Elec	ctronically	 Select a class Ensure all information is
Available Invoice for Electronic Submission Please review the following information before submission	nitting your invoice:		correct
in the field. Class <u>*</u> : Select O	ne	_	 Type your name to sign the form. Please
Full Name: School ID:			type your name exactly as it is shown
Address*:	_		Click the box for
State <u>*</u> : Nevada			verificationClick "Submit Your
	zipcode as 97331 or 97331-0000.		Invoice"
	se sign exactly as I		
	read and understand the notetaking policy regarding invoicing	g.	

NOTETAKER HOME

Previous Term	Term: Summer 2017 New	d Term
Request a Notetaking Assignmen	nt	
Step 1: Choose Term		
Term <u>*</u> :	2017 - Summer 🔻	
Step 2: Enter Course Registration Num	bers	
Important Note: If you have not sig contract after you click Continue to	gned a contract for this particular term, the system will require you to submit a notetaker Verify Your Classes.	
	Continue to Verify Your Classes	

Select current term

• Enter course number

You may do this for every course in which you are enrolled. If you have any matches, you will be notified.

Click to Verify

Requesting a Notetaking Assignment

Note: Requesting a course assignment does not guarantee you will get the assignment.

Upload Your Notes

- Select your class
- Select Week
- Select the day of the class.
- Browse for the file to be uploaded
- Click "Upload Notes"

File Information				
Select Class*: Select	ct One			
Notes for [*] : Select One ▼				
S	elect Day(s)			
	Monday	Tuesday		
	Wednesday	Thursday		
	Friday	Saturday		
	Sunday			
Select File: Choose File No file chosen Upload Notes				

Note: If there are no notes for a given class session, upload a word document describing the reason for no notes. (e.g. Cancelled class, Video/Movie not requiring notes, No lecture, etc..