

Log In to RAP

UNLV Log in to your ACE account

Username

Password

Log In

[Forgot Your Password?](#)

Need Help?

Contact the [IT Help Desk](#) 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 [UNLV ACE account](#) 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](#)

Select the “Notetaker” Tab



The screenshot displays the UNLV Notetaker interface. At the top left is the UNLV logo. Below it is a navigation bar with three tabs: 'My Dashboard', 'Notetaker', and an unlabeled tab. The 'Notetaker' tab is highlighted in red, and a red arrow points to it from the right. Below the navigation bar is a breadcrumb trail: 'Home >> Notetaker Access >> Notetaker Home'. The main content area is divided into two columns. The left column has a red header 'Login as User Feature' and a yellow box containing a 'Back to My Profile' button. The right column has a header 'NOTETAKER HOME' and a yellow box containing a 'Previous Term' link.

UNLV

My Dashboard **Notetaker**

Home >> Notetaker Access >> **Notetaker Home**

Login as User Feature

NOTETAKER HOME

Back to My Profile

Previous Term

[Previous Term](#)

Term: Summer 2017

[Next Term](#)

It's Time to Sign

Submit The Following Form(s) Electronically

Available Invoice for Electronic Submission

Please review the following information before submitting your invoice:

Note: Multiple email addresses are permitted. Please use semicolon to separate email addresses and do not enter duplicate email address in the field.



Class*: **Select One**

Full Name:

School ID:



Address*:

City*:

State*: **Nevada**

Zipcode*:

Hint: Enter zipcode as 97331 or 97331-0000.



E-Signature*:

Note: Please sign exactly as I



I have read and understand the notetaking policy regarding invoicing.



Submit Your Invoice

Accepting an Invoice

- Select a class
- Ensure all information is correct
- Type your name to sign the form. Please type your name exactly as it is shown
- Click the box for verification
- Click "Submit Your Invoice"

NOTETAKER HOME

Previous Term

Term: Summer 2017

Next Term

Request a Notetaking Assignment

Step 1: Choose Term

Term*: 2017 - Summer ▼

Step 2: Enter Course Registration Numbers

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Important Note: If you have not signed a contract for this particular term, the system will require you to submit a notetaker contract after you click **Continue to 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”

The screenshot shows a form titled "File Information" with the following fields and controls:

- Select Class*:** A dropdown menu currently showing "Select One". A red arrow points to this field.
- Notes for*:** A dropdown menu currently showing "Select One". A red arrow points to this field.
- Select Day(s)*:** A group of radio buttons for days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. A red arrow points to this group.
- Select File:** A file selection control with a "Choose File" button and the text "No file chosen". A red arrow points to this control.
- Upload Notes:** A button at the bottom of the form. A red arrow points to this button.

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..)