



## Student Note Taker Instructions

Follow these instructions to sign up as a student note taker. If you have questions at any point, contact Student Accessibility Services in the Campus Center.

- ❖ Create an account with Access KSU using these steps:
  - Visit the Stark SAS website (search SAS at [www.kent.edu/stark/student-accessibility-services](http://www.kent.edu/stark/student-accessibility-services)) and click on the blue button labeled Access KSU.
  - Log into Access KSU with your FlashLine username and password.
  - Click “submit your application to take notes for students with disabilities.”
  - Enter the personal information requested, including a phone number.
  - Enter the CRN of the course for which you would like to take notes. If you are interested in taking notes for more than one class, enter all of your CRNs. (Please make sure it is the CRN and not the course or section number.)
  - Read and electronically sign the Note taker Contract. You must verify that you are a U.S. Citizen or permanent resident to be eligible for employment.
  - Verify your class schedule by clicking the boxes next to your classes and click submit.
  
- ❖ Receive an assignment:
  - You will be notified via email if you have been given an assignment.
  
- ❖ Interested in future note taking opportunities? Each semester, log in to Access KSU to update your CRNs. You will be emailed if you are matched with an SAS Student.