

How-To Request Notes

I. Access the SAGlockWorkSite

The first step to requesting notes is to access@heckWorksite from an internet browser. Click the following link: https://students.accessibility.mcgill.ca/ClockWokkeep in mind that you will need to have access or peer **sbar**ing or paid note-taking as a part of your academic accommodation plan.

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				Please select an option from	the menu below:
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II. Note-Users

Next, access the lote-Users Module This Module allows you to request notes for each of your could be sure you have reviewed and confirmed your accommodations for each course so Note User Modulemust be selected for each course you wish to request notes in you are not able to request notes and think you should be able to select SAA.

1. ClickNote-Users (to GET notes).

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require a note taker' reads 'Yes' for each course that you re	quire notes for.		Your courses are listed below	N. Please ensure the '
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2. Click on the ourses/notestab. A list of the courses in which you are enrolled will be displayed.

3. Next to the course for which you wish to request notes, find the puire a note take column. If the column readso, click change this request notes for this course. You will be notified by email when you are matched with a notetaker and when notes become available.