

# Notetaking Services

## How to become a DAS notetaker

1. Go online to <http://ds.oregonstate.edu> and click on the button 'sign up to be a notetaker'
2. Use the course CRN number to register to become a notetaker for a particular course, but feel free to input other course CRN numbers as we hire 300+ notetakers per term.
3. We assign notetakers on a first-come, first-serve basis. You will receive an email asking you to confirm if you are the assigned notetaker for this course.
4. If you are assigned and confirmed you will submit and follow the Notetaker Contract.
5. **COMMUNICATE!** Check your ONID email frequently (at least once a day). Students and notetakers should contact each other to discuss the delivery method and format of the notes. Be careful if you forward your ONID - it may be blocked by other email providers.
6. **NOTETAKERS: FOLLOW THE TERMS OF THE CONTRACT.** Make sure you are delivering your notes according to the contract so that you can receive complete payment.
7. **ASK QUESTIONS AND REPORT PROBLEMS.** Feel free to contact us via phone or email.

For a complete guide visit our website...

<http://ds.oregonstate.edu/notetaking>

**QUESTIONS?  
CONTACT  
US!**

**Email**  
[Notetaking.Services@oregonstate.edu](mailto:Notetaking.Services@oregonstate.edu)  
**Phone:**  
541-737-3672

DAS Notetaking Services strives to provide DAS students with quality accommodations in a timely manner. We encourage all DAS students, notetakers, and faculty & staff to view a complete guide to notetaking online at the website referenced above. Your questions, comments, and concerns are always welcome. Feel free to contact us in person, via email, or telephone.

**Disability Access Services:** <http://ds.oregonstate.edu/>