How to Confirm Your Notetaking Services on AIM

Please go to your first week of class. After you go to class and you decide that you need a notetaker, please follow these steps.

- 1. Go to My Harper Student Portal and log in.
- 2. Click on Academic Success.



3. Click on Manage Your Accommodations (AIM).

Back to My Profile		RTANT MESSAGE(S)		
SMS (Text Messaging)	Please read the follo	wing message(s) regarding your account:		
Status: In-Active	Your To Do List:			
Update Preference	1. CNA 1	01.140 - Nursing Assistant Training Please confirm your need for Notetaking Services for this class Services section.	s. To confirm your request, please go to Notetaking	
¥ Home	If you have any que	stions, please contact our office.		
My DashboardMy Profile	Access & L 1200 West Palatine, Illi	¥ My Accommodations		
 SMS (Text Messaging) Equipment Checked Out 	847.925.62 847.925.62 224.836.50	> Information Release Consents		
 Additional Accommodation Request Form 	ads@harper	 My Eligibility 		
> My Mailbox (Sent E-Mails)		 List Accommodations 		
V My Accommodations	PR	> Alternative Testing		
 Information Release Consents My Eligibility 	Note: It may tak	Notetaking Services		
> List Accommodations	Importante Not	> My Signed Forms	to your faculty. Please contact our office if you have	
Alternative Testing Notetaking Services	Select Class:	> Agreements with Instructors	Generate PDF	
> My Signed Forms		-		
> Agreements with Instructors	Seiect Accommo	dations for Your Class	m	

4. On the left, click on "Notetaking Services."

5. Click on "Confirm Now" for each class that you need a notetaker.

NOTETAKING SERVICES

CNA 101.140 - Nursing Assistant Training

Please Confirm Your Notetaking Services Request

Please use the following link to confirm that you will need Notetaking Services for your course: Confirm Now

Another Way to Confirm Notetaking Services Through Your E-mail

- 1. Log into your Harper e-mail account.
- 2. Read the following e-mail in your inbox:

_	Email Body					
	Door					
	bear					
	This is an automated message from Access & Disability Services (ADS).					
	We need you to confirm if you still need notetaking service for MTH 124.003 FINITE MATHEMATICS (CRN: 64407). If you do not confirm within seven days, we will assume that you do not need notetaking service and will cancel your request.					
	Yes					
	If you still need a notetaker for MTH 124.003 FINITE MATHEMATICS (CRN: 64407), please use the following link:					
	Yes, I still need a notetaker for my course, MTH 124.003 FINITE MATHEMATICS (CRN: 64407).					
	No					
	If you are no longer need Notetaking Services in MTH 124.003 FINITE MATHEMATICS (CRN: 64407), please select from the following reasons:					
	Blackboard has notes and Power Point slides.					
	I am using a voice recorder.					
	I am using LiveScribe.					
	I do not need a note taker.					
	The instructor gives out class notes.					
If you have any questions or need assistance with confirming or requesting notetaking service for your class, please contact one of our Accommodation Assistants at ads@harpercollege.edu or 847-925-6122. Thank you.						
Access & Disability Services (ADS) Building I Room 103 1200 West Algonquin Road Palatine, Illinois 60067						
	847.925.6266 Phone 847.925.6267 Fax 224.836.5048 VP for Deaf Callers					
L	ads@harpercollege.edu					

3. Select the appropriate response.