
Student Portal: Requesting a Notetaker

What is the Student Portal?

The student portal is a secure web tool available for students to request a Notetaker, Testing Accommodations, and arrange test and exam bookings (for courses delivered in person).

Why is there a shift to an online presence?

The use of online tools is designed to promote accessibility, ease of use, flexibility and independence, and better management of accommodations for students and instructors.

from their Accommodation Plan, request their own accommodation letter(s), and arrange test and exam bookings (for courses delivered in person).

Is the Portal secure?

The Portal uses the same CNA sign in credentials as the rest of the College web tools and all data is stored on Douglas College servers.

Who can use the Portal?

Students who have received services from Accessibility Services for more than one semester and who have maintain consistency in their accommodations are able to use the Portal. The Portal would not be appropriate for students receiving temporary accommodations or whose accommodations vary frequently.

Will it be easy to use?

As with any new tool, there may be a period of adjustment. However, the interface is basic, intuitive and well laid out. The rest of this document is designed to help you learn the basics of the system and is divided into the following sections (click on a section to navigate there):

- 1) Signing in
- 2) Request a Notetaker
- 3) FAQs

In addition to this Student Guide, a [YouTube playlist](#) has been created that contains a series of instructional videos to provide additional assistance on using the Student Portal.

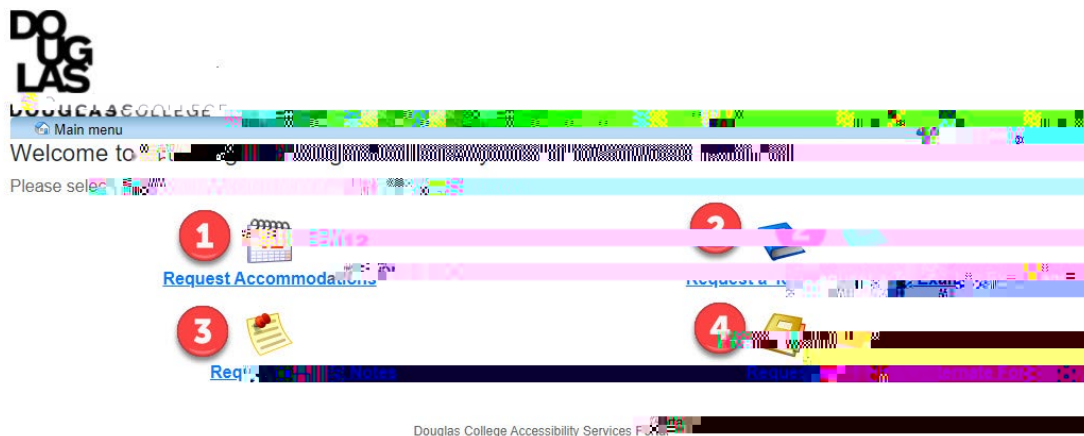
Signing In

You may sign in to the Portal from any browser using your Douglas College credentials which include your student number and your CAN password. It is highly recommended that you use a secure internet connection over a private network rather than from a shared computer over a public network (e.g. Starbucks). Navigate to this [link](#) to access the sign in page.



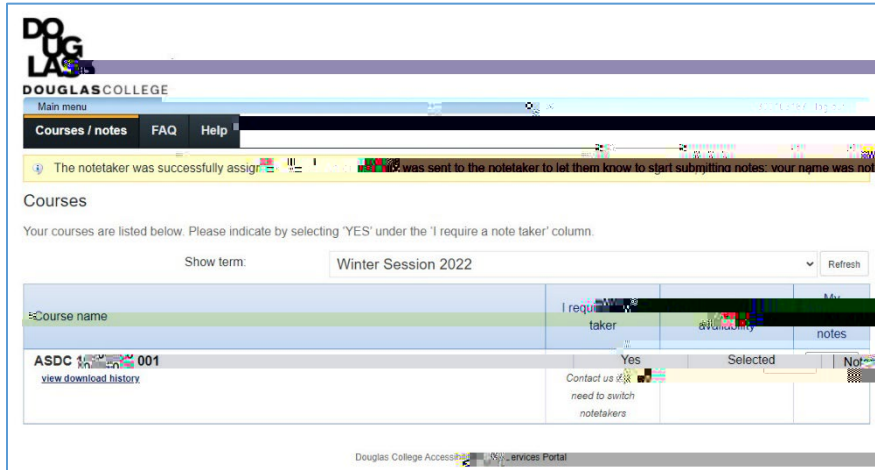
Log in using your Douglas CNA credentials (student number and password).

Once logged in, you will be presented with the Main Menu which allows you to access four different services as shown in the screenshot below:



The four

The notetaking screen will now indicate that a notetaker has been assigned and a new option will appear in the column marked, "My lecture notes".



Clicking on the grey "Notes" button opens up the notes page for that specific course on which any uploaded notes will appear along with the date of the lecture. Click on the underlined "View notes" text to download the notes for a given lecture.

