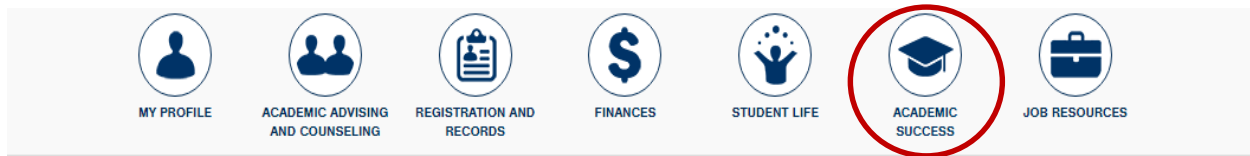


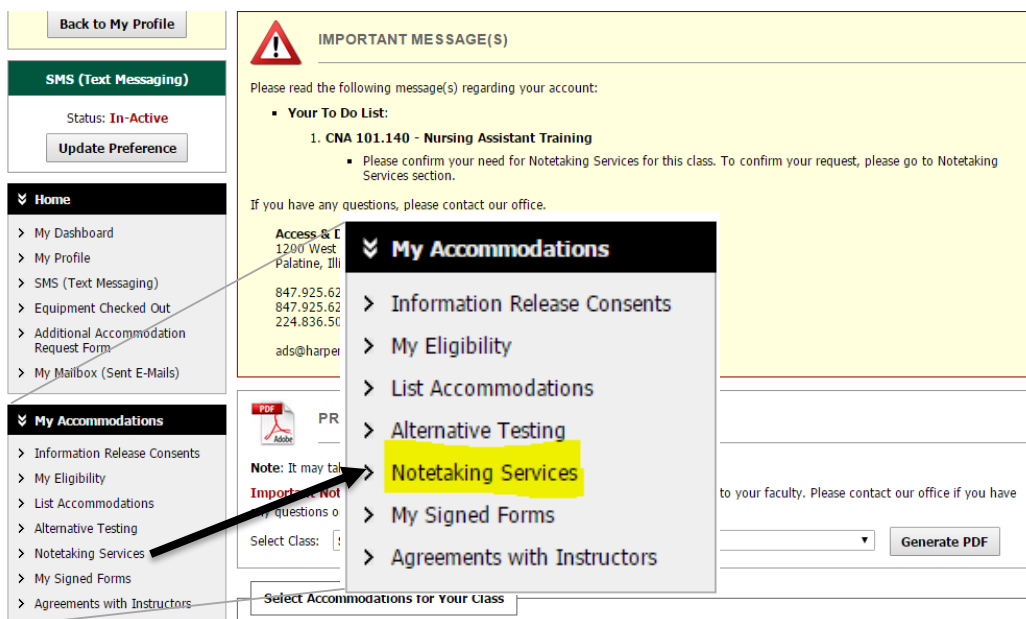
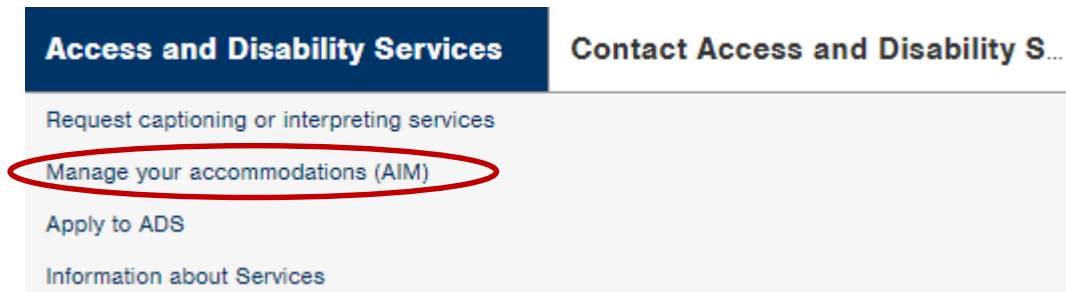
How to Confirm Your Notetaking Services on AIM

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).



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

Dear

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
ads@harpercollege.edu

3. Select the appropriate response.