

How-To Request Notes

I. Access the SAA ClockWork Site

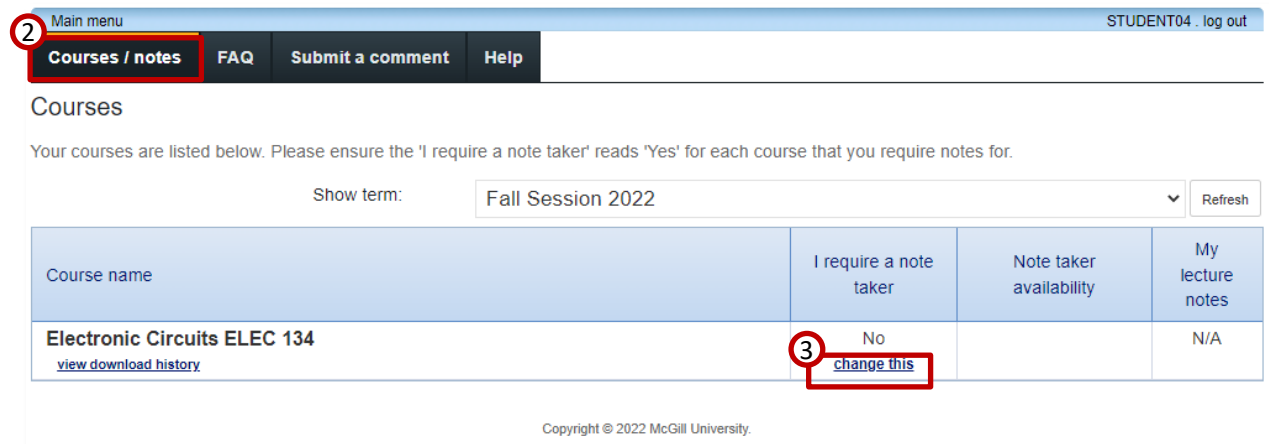
The first step to requesting notes is to access the ClockWork site from an internet browser. Click the following link: <https://students.accessibility.mcgill.ca/ClockWork>. Keep in mind that you will need to have access or peer note-sharing or paid note-taking as a part of your academic accommodation plan.



II. Note-Users

Next, access the **Note-Users Module**. This Module allows you to request notes for each of your courses. Make sure you have **reviewed and confirmed** your accommodations for each course. **Access to Note-User Module** must be selected for each course you wish to request notes in. If you are not able to request notes and think you should be able to, please contact SAA.

1. Click **Note-Users (to GET notes)**.



2. Click on the **Courses/notes** tab. 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 **I require a note taker** column. If the column reads **no**, click **change this** to request notes for this course. You will be notified by email when you are matched with a notetaker and when notes become available.