

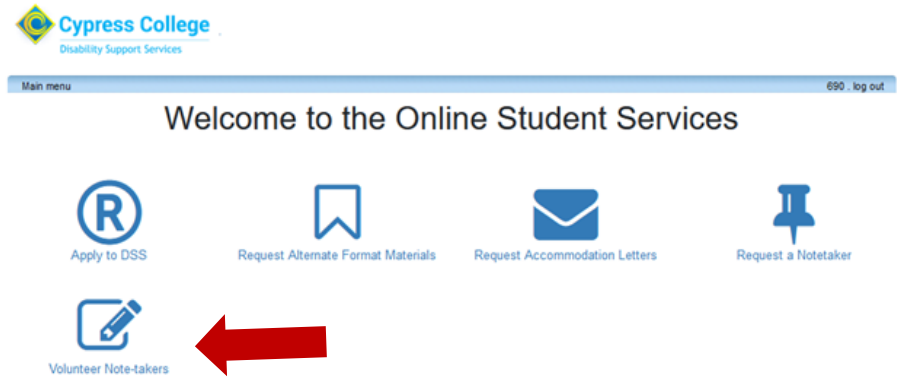
# Charger Access Portal

## Apply to be a Volunteer Note Taker

Visit the Charger Access Portal at [www.dss.cypresscollege.edu](http://www.dss.cypresscollege.edu)

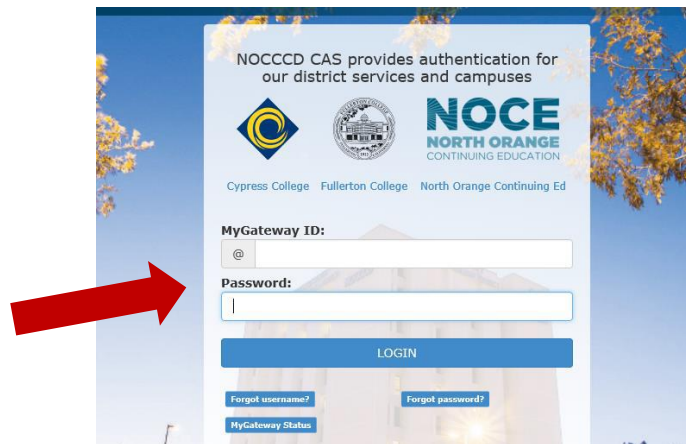
### STEP 1

Click on  
“Volunteer Note  
Taker”



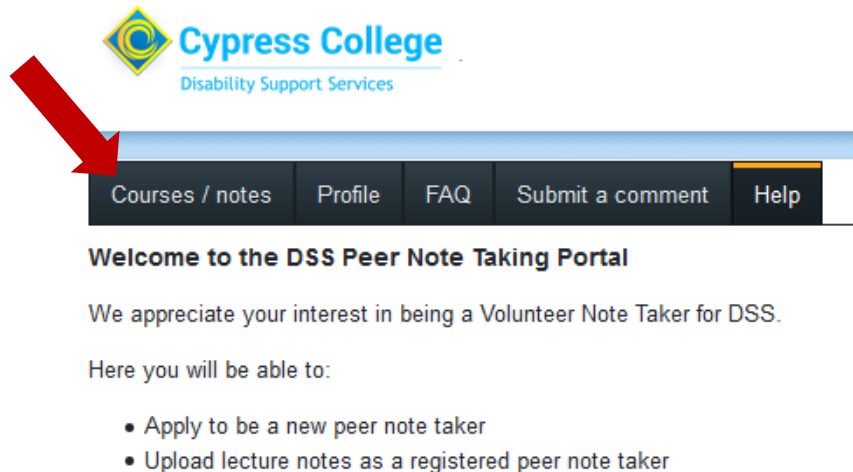
### STEP 2

Login using your  
myGateway ID and  
password.



### STEP 3

After you login, click on  
"Courses/ Notes" in the  
main menu.



# STEP 4

Please complete all fields on the application. Then click Next.

Cypress College  
Disability Support Services

Please fill in your registration information in order to create your account. 009 - log out

Step 1: Update Profile  
Step 2: Agreement  
Step 3: Courses  
Registration complete

**Profile**

First name:  Last name:

Student number:

School email:

Alternate email:

Mailing address is primary  Permanent address is primary

Mailing address:  Permanent address:

Phone (Home):

Phone (Alternate):

# STEP 5

Please review the Note Taker Agreement and Confidentiality statement and click the check box stating that you agree. Then click Next.

Cypress College  
Disability Support Services

Please fill in your registration information in order to create your account. 009 - log out

Step 1: Update Profile  
Step 2: Agreement  
Step 3: Courses  
Registration complete

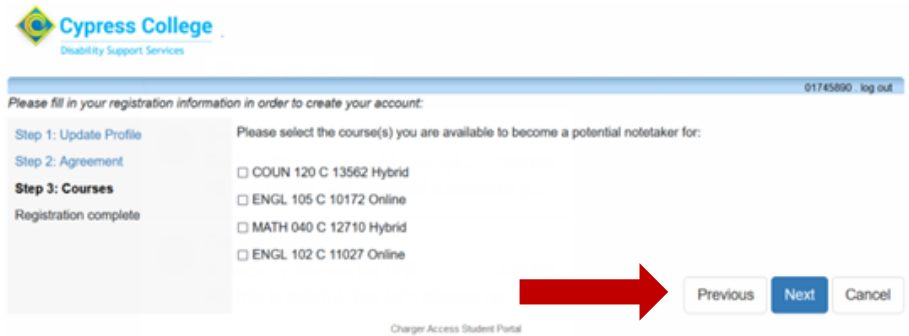
**Note Taker Agreement & Confidentiality**

1. I will attend classes or the program, as scheduled.
2. I will take clear and comprehensive notes, adhering to the guidelines provided during the application process.
3. I understand that I will scan and upload notes after each lecture into the DSS Peer Note Taking Portal.
4. I am responsible for supplying notes from the date indicated by DSS through the end of the semester; if I am unclear as to what the start date of my notes should be it is my responsibility to contact DSS.
5. Should I be approached by the person for whom I am taking notes, I will keep confidential their identity. I understand that if I am not approached by the person for whom I am taking notes, only the DSS and the Instructor of the Course/Program will know the person's identity.
6. If the notes are inadequate or the student no longer requires them, I understand that I may be asked to discontinue my note-taking services.
7. A gift card to the Cypress College Bookstore will be issued at the end of the semester for completing the note taking assignment; \$15 for 8 weeks or \$30 for 16 weeks.

I commit to providing quality note-taking services for Cypress College. I understand that I need to follow the procedure above in order to be recognized as a note taker by Disability Support Services (DSS).

## STEP 6

Please select all courses that you would like to be a note taker for in your course listing. Then click Next.

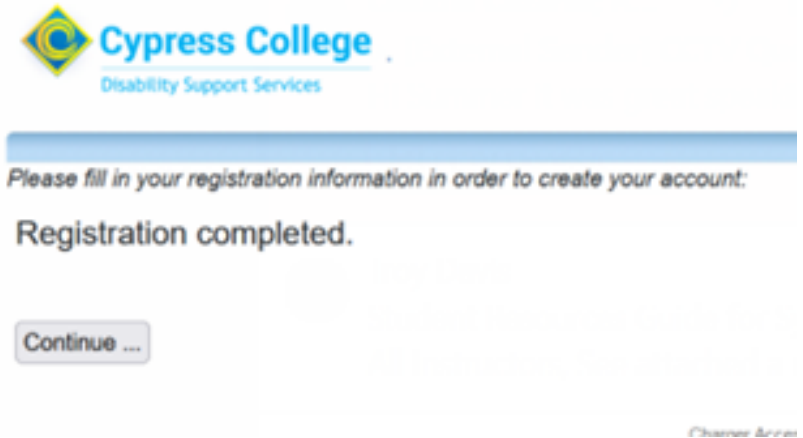


The screenshot shows the registration process for Cypress College Disability Support Services. The page title is "Cypress College Disability Support Services". Below the title, it says "Please fill in your registration information in order to create your account:" followed by a user ID "01745890" and a "log out" link. The registration progress is shown on the left: "Step 1: Update Profile", "Step 2: Agreement", "Step 3: Courses" (highlighted), and "Registration complete". The main content area asks the user to "Please select the course(s) you are available to become a potential notetaker for:" and lists four courses with checkboxes: "COUN 120 C 13562 Hybrid", "ENGL 105 C 10172 Online", "MATH 040 C 12710 Hybrid", and "ENGL 102 C 11027 Online". At the bottom right, there are three buttons: "Previous", "Next" (highlighted with a red arrow), and "Cancel". The footer text is "Charge Access Student Portal".

## STEP 7

You will receive a confirmation screen that your application has been submitted.

If you are selected as a Volunteer Note Taker, you will receive an email from DSS with additional information.



The screenshot shows the confirmation screen for the registration process. The page title is "Cypress College Disability Support Services". Below the title, it says "Please fill in your registration information in order to create your account:". The main content area displays "Registration completed." and a "Continue ..." button. The footer text is "Charge Access Student Portal".