

Notetaker Registration

Go to www.uakron.edu/access and select STARS to log into the system.

Sign in with your UANet ID and password.

Select Sign Up as a Notetaker. Enter your personal information, your email address needs to be UA email. If you are already a notetaker, select the Notetaker tab on the left hand side.

In the Find a Course section, enter the subject, course and section number for the courses in which you wish to be a notetaker.

FIND A COURSE

The system will only search **20 courses** at a time. Please enter at least course subject and number.

SEARCH OPTIONS

Course Subject * :

Course Number * :

Course Section:

SEARCH COURSES >

The search result will appear to the right of the Find a Course section. Select the course by clicking on the highlighted link, in this case the 3574 – PSYC 100.002. When you select the link, the course will show up under the semester box on the left-hand side of the page, with the title of the semester and the search results will disappear.

SEARCH RESULT

The following list shows up to **20 courses** sorted by the course subject, course number, and course number.

Hint: Select the course to automatically populate the CRN in the "Add Courses" section.

- [3574 - PSYC 100.002 - Introduction to Psychology](#)
Instructor: Adara Turek

FALL 2024

Enter **CRN** for each course you could be a notetaker for:

<input type="text" value="3574"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If you have multiple courses, continue this process until all courses are added and select Add Courses.

FALL 2024

Enter **CRN** for each course you could be a notetaker for:

<input type="text" value="3574"/>	<input type="text" value="3134253"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

ADD COURSES >

Select the checkbox by each course on the next screen

» NOTETAKER » OVERVIEW

Select the courses below you wish to be a notetaker for:

<input type="checkbox"/>	Term	CRN	Subject	Course	Section	Course Title
<input checked="" type="checkbox"/>	Fall 2024	3134253	ACCT	201	001	Accounting Principles I
<input checked="" type="checkbox"/>	Fall 2024	3574	PSYC	100	002	Introduction to Psychology

Read and sign the notetaker contract exactly as it indicates and Submit your Request to be a Notetaker.

of the **OA Notetaker Agreement**.

Please sign exactly as **Leigh TEST**.

E-Signature * :

SUBMIT YOUR REQUEST >