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How to Request Course Notes Using the D&A Student Portal

Before using the D&A Portal to request course notes, students must first have requested and received their Accommodation Letters. For instructions on requesting Accommodation Letters and discussing them with instructors, visit the [Using Accommodations page](#) on the D&A website.

First, log in to the [D&A Student Portal](#). Bookmark the link or find it on the D&A website homepage.

- Click on the **Course Notes Icon**.
- Read the FAQs for instructions for how to use the Course Notes module.
- Click on **Courses/Notes** on the top left side of the screen.
- To request a notetaker, you must change 'No' to 'Yes' in the **I require a note taker** column for every course in which you will need notes.
- Check the **Note taker availability** and **My lecture notes** columns to see if a volunteer note taker is available and if notes are posted.
- NOTE: You must select a notetaker to receive notes regularly. Even if sample notes are available, samples are limited and will not be continuously uploaded.
- If there is not a notetaker available for one of your courses, you will need to talk with your instructor to gain their help with recruiting a volunteer notetaker from the class. Refer to the Notetaking Guidelines handout attached to your Accommodation Letter for support with recruiting notetakers.

Students who have questions about receiving their notetaking accommodations or who are having difficulty getting notes on a regular basis should talk to their instructors or contact their Access Coordinator at D&A.

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