



Note-taker: How to Add or Cancel a Request Video Transcript

Check out all the CEA Informational Videos:

cea.uark.edu → [Students](#) → [Info Videos](#)

Video description:

This tutorial explains how to add a request or how to cancel a request for a note-taker.

Transcript:

This tutorial will guide you through the process of adding or canceling a note-taker request.

If you initially thought you didn't need a notetaker; but later after attending class you decide that yes, you really do need a note-taker, you can request a note-taker by modifying your accommodations request. This can be done at any time during the semester.

Go to the CEA website at cea.uark.edu.

Log into your CEA Online Student Services.

On the dashboard page, which is the first page you see when you log in, scroll down until you see the class in which you want to add a notetaker.

On the right-hand side of the class title, click on the "Modify Request" link.

A new page will open. This page lists your class information along with your accommodations. The accommodations which you previously requested on your Faculty Notification Letter will show the boxes checked.

Check the box for Notetaking Services. Then, click on the "Update Request" button below the accommodations list.

You must then confirm your note-taker request.

While still logged in to your CEA Online Student Services, in the left-side navigation, click on Notetaking Services.

The Notetaking Services page will be displayed.

Locate the class in which you just entered the request for Note-taking Services.

On the right side, click on the "Confirm Now" link.

For information on how to access notes from your note-taker, please watch the video, "*Note-taker: Accessing Class Notes*".

If you initially thought you did need a note-taker, and requested one, but later after attending class decide you really do not need a note-taker, you will need to cancel your request.

Go to the CEA website at cea.uark.edu.

And log into your CEA Online Student Services profile.

On the dashboard page, which is the first page you see when you log in, scroll down until you see the class in which you need to cancel your note-taker request.

On the right-hand side of the class title, click on the "Modify Request" link.

A new page will open. This page lists your class information along with your accommodations.

The accommodations which you previously requested on your Faculty Notification Letter will show the boxes checked.

Uncheck the box for Notetaking Services.

Then, click on the "Update Request" button below the accommodations list.

If you have questions, or problems contact the CEA Note-taker Coordinator at ceanotes@uark.edu, or call 479.575.3104.

[CEA website](http://cea.uark.edu)

[CEA Note-taker Information](#)