USC Student Affairs
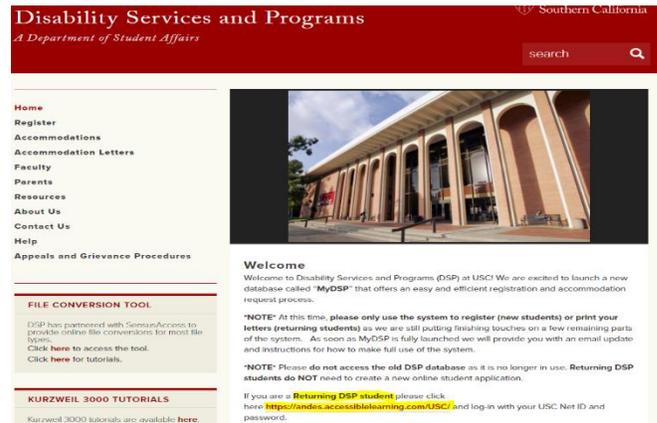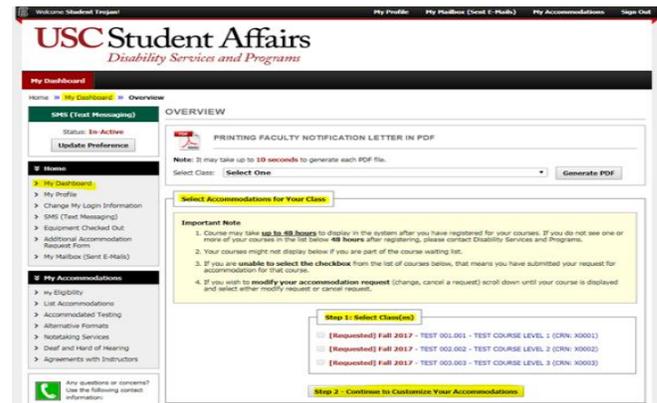
How to Request a Notetaker

For students approved for a peer notetaker through DSP, please follow the eight (8) steps below:

**Step 1:** Go to **https://dsp.usc.edu/**.

Step 2: Scroll down to "Returning DSP student" and click https://andes.accessiblelearning.com/USC/ Log-in with your USC Net ID and password.

Step 3: You will see a list of your classes for this semester. Select the classes for which you would like to use notetaking assistance.

Step 4: Click "Continue to Customize Your Accommodations."

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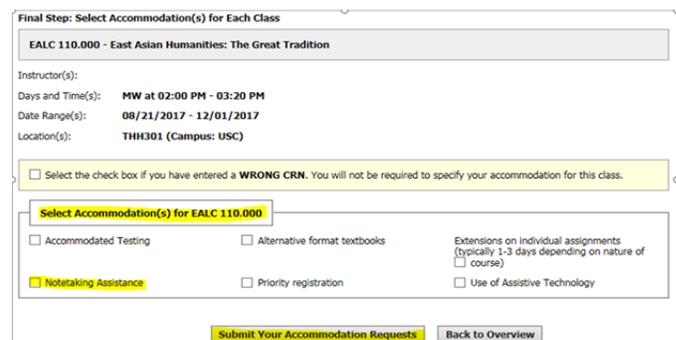
Step 5: Select which accommodations you would like to use for each class (be sure to check notetaking assistance). Please note: these are accommodations that have been reviewed and approved through DSP.

Step 6: Click "Submit Your Accommodation Requests."

Step 7: After you click submit, you will see a notice that says "System Update Is Successful."

Step 8: Click "Notetaking Services" on the left side of the screen. In the middle of the screen you will see your classes listed, with a "Please Confirm Your Notetaking Services Request" where you will be able to click "Confirm Now." Once completed you will see the following message and our office will be notified to begin the search for your peer note taker.


Now What?

- After you select notetaking assistance for your courses, your professor will receive instructions on how to recruit a notetaker via email.
- Once a notetaker is assigned, you will receive an email confirmation from DSP Notetaking Services.

USC Student Affairs

How to Access Your Notes

Please know that the DSP staff expects you will be accessing your notes on a weekly basis and will be able to inform notetake@usc.edu *if there are any concerns or problems early on in the term.*

To access your notes please follow the three (3) steps below:

Step 1: From your MyDSP dashboard page, under My Accommodations on the left-hand panel, click Notetaking Services.
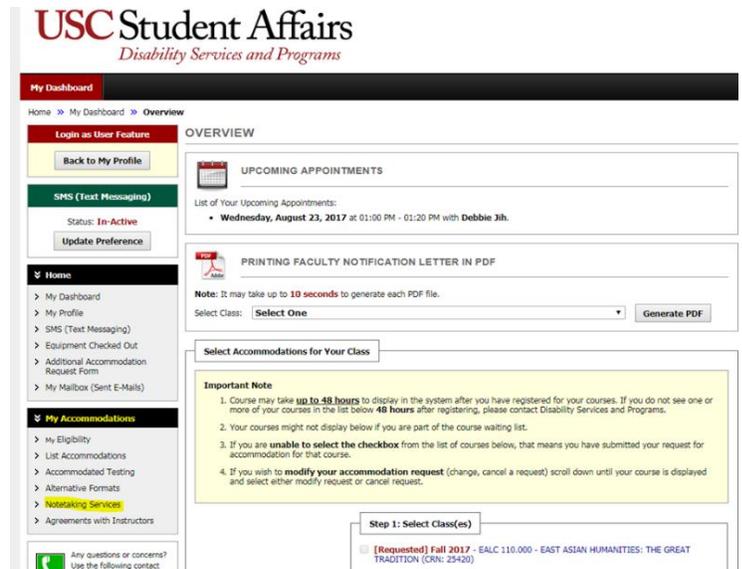
Step 2: You will see a list of your classes, indicating whether or not a notetaker has been assigned.

Step 3: If notes are available for download, you will see "Available Note(s) for Download (Click to Expand)", under the notetaker's information.