

Steps for Using AEC Peer Notetaking Accommodati

Spring 2022

Step 1

Request your accommodations in MyAEC each semester

- YouTube Tutorial [How to Submit an Accommodation Request](#)

Step 2

Confirm your notetaking accommodations in MyAEC

- Click on the Notetaking Services tab in the side menu.
- Click the blue “Confirm Notetaking Services” link for each class.

Step 3

AEC will email your classes to recruit notetakers

- Your name will not be shared with the class notetakers at any point.

Access your notes in the Notetaking Services tab after each class meeting.

- Notes will be uploaded within 48 hours of each class meeting.