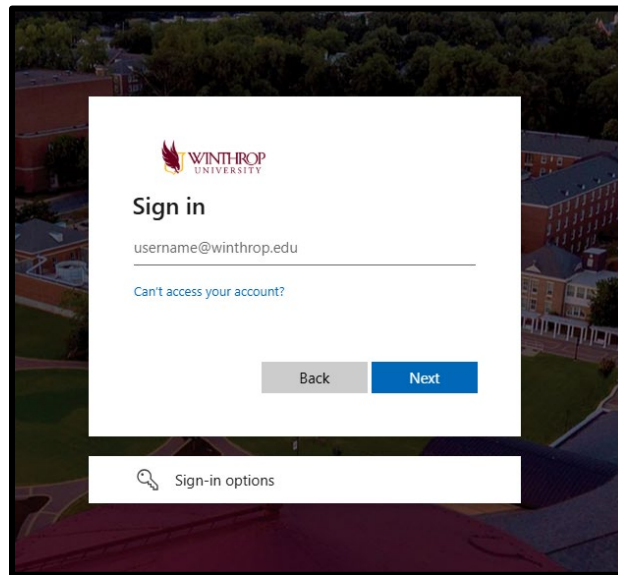


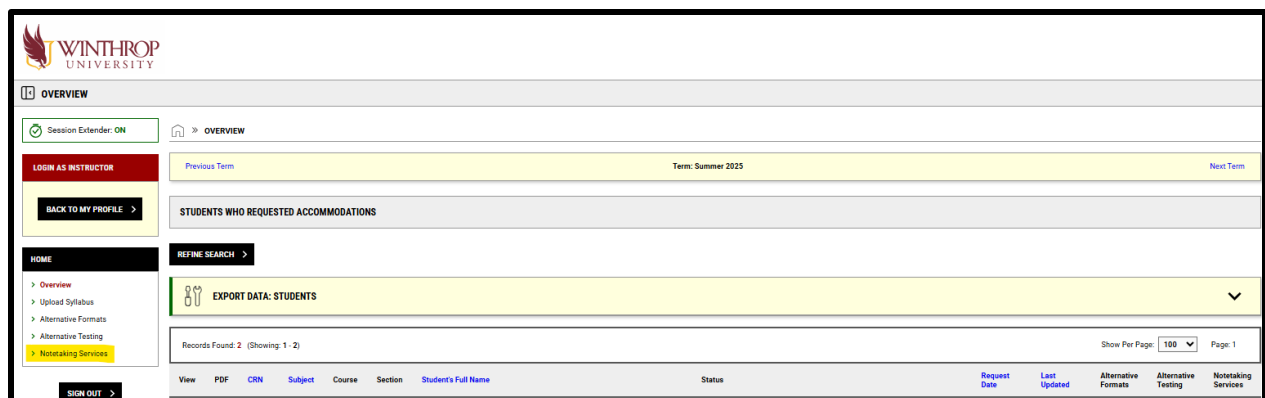
Requesting Notetaking Services

Requesting your Letter of Accommodation (LOA) notifies your professors that you are eligible for accommodation(s) in their classes. However, to utilize the “Notetaking Services” accommodation, a student **must confirm** notetaking services via the AIM Portal. This guide outlines the steps for submitting those requests.

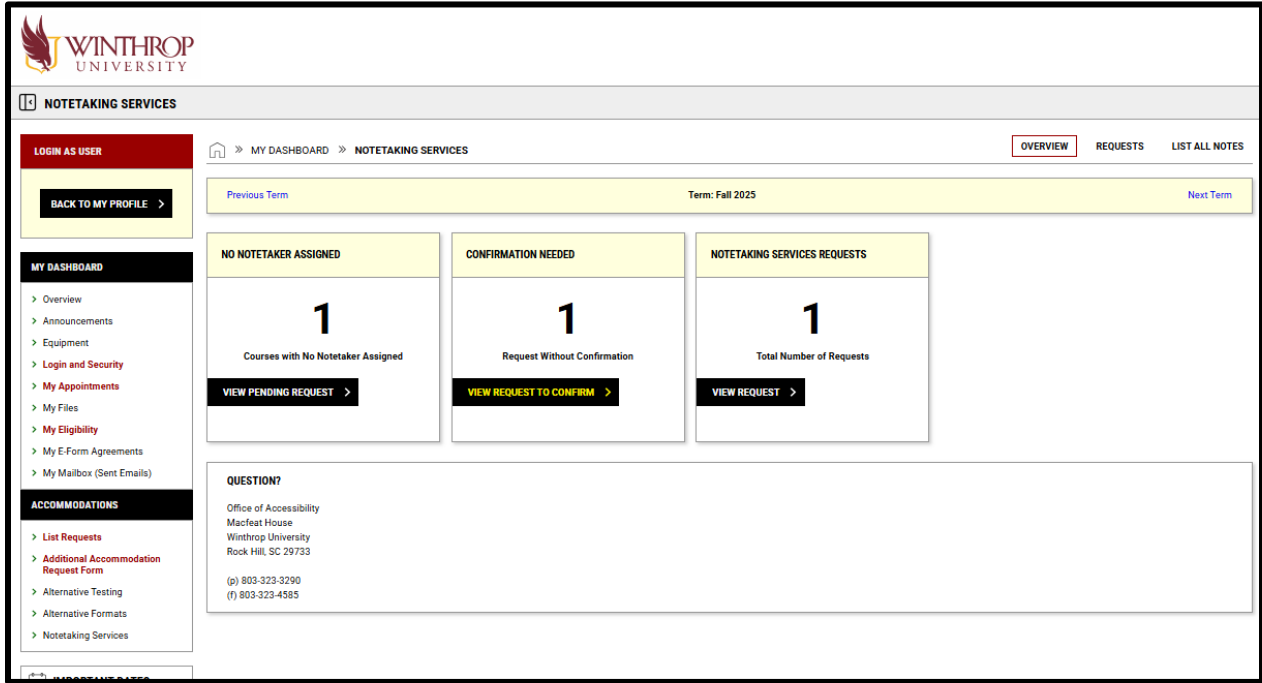
1. Go to the [Student AIM Portal](#). Enter the same credentials used for your Winthrop email and Wingspan account.



2. Make sure your Letters of Accommodation (LOA) have been sent and that they include your approved notetaking services accommodation. Please review our guide “How to Request a Letter of Accommodation” for assistance with this step.
3. Once you are logged in, find “Notetaking Services” in the left side-menu under “Accommodations.”

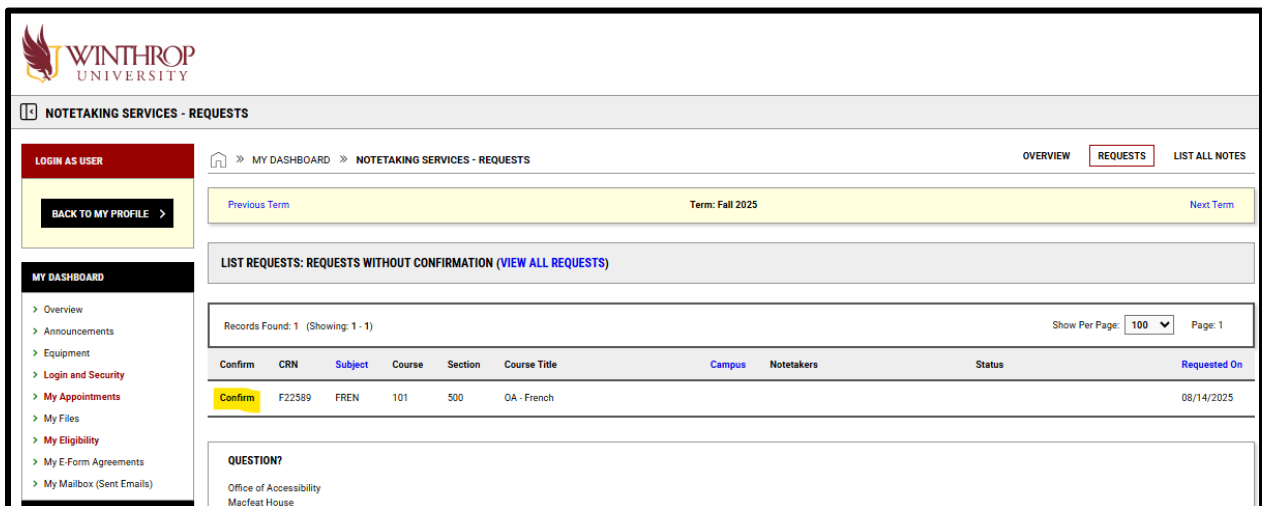


- In the box labeled “Confirmation Needed”, click on “View Request to Confirm.”



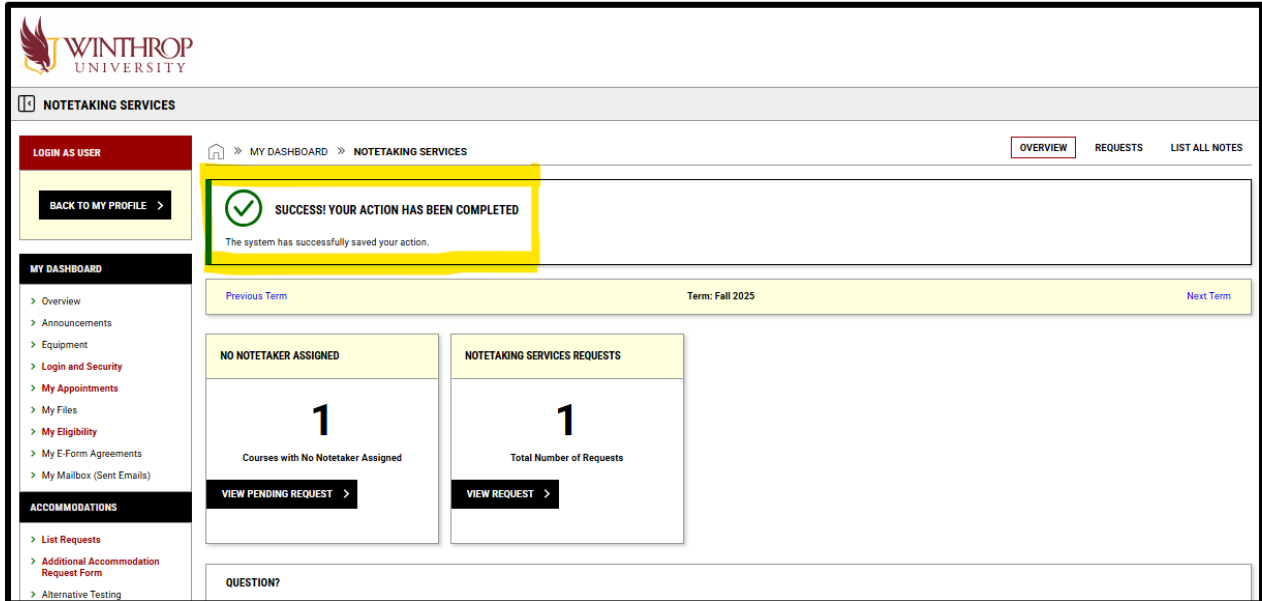
The screenshot shows the Winthrop University Notetaking Services dashboard. The top navigation bar includes the university logo and the text "WINTHROP UNIVERSITY | Office of Accessibility". Below this, the page title is "NOTETAKING SERVICES". The dashboard is divided into three main sections: "NO NOTETAKER ASSIGNED", "CONFIRMATION NEEDED", and "NOTETAKING SERVICES REQUESTS". Each section displays a large number "1" and a corresponding button: "VIEW PENDING REQUEST", "VIEW REQUEST TO CONFIRM", and "VIEW REQUEST". A sidebar on the left contains links for "MY DASHBOARD" and "ACCOMMODATIONS". A "QUESTION?" section at the bottom provides contact information for the Office of Accessibility.

- Find the row with the class for which you would like to confirm you need notetaking services and click on “Confirm.”



The screenshot shows the Winthrop University Notetaking Services - REQUESTS page. The top navigation bar includes the university logo and the text "WINTHROP UNIVERSITY | Office of Accessibility". Below this, the page title is "NOTETAKING SERVICES - REQUESTS". The dashboard is divided into two main sections: "LIST REQUESTS: REQUESTS WITHOUT CONFIRMATION" and "QUESTION?". The "LIST REQUESTS" section displays a table with columns: Confirm, CRN, Subject, Course, Section, Course Title, Campus, Notetakers, Status, and Requested On. A single row is shown for the course "OA - French" with a "Confirm" button. A sidebar on the left contains links for "MY DASHBOARD" and "ACCOMMODATIONS". A "QUESTION?" section at the bottom provides contact information for the Office of Accessibility.

6. You should see the green check-mark, once your request has been sent to the OA for processing. OA staff will be in touch regarding the status of your request.



The screenshot displays the Winthrop University Notetaking Services dashboard. At the top, the Winthrop University logo is on the left, and the navigation bar includes "NOTETAKING SERVICES" and tabs for "OVERVIEW", "REQUESTS", and "LIST ALL NOTES". The "OVERVIEW" tab is active. A yellow box highlights a success message: "SUCCESS! YOUR ACTION HAS BEEN COMPLETED" with a green checkmark icon and the text "The system has successfully saved your action." Below this, a yellow banner indicates the current term is "Fall 2025", with links for "Previous Term" and "Next Term". The dashboard is divided into two main sections: "NO NOTETAKER ASSIGNED" and "NOTETAKING SERVICES REQUESTS". The first section shows "1 Courses with No Notetaker Assigned" and a "VIEW PENDING REQUEST" button. The second section shows "1 Total Number of Requests" and a "VIEW REQUEST" button. On the left, a sidebar menu lists various options under "MY DASHBOARD" and "ACCOMMODATIONS".

Need Help?

If you have questions about requesting Notetaking Services, contact the OA:

- **Email:** accessibility@winthrop.edu
- **Phone:** 803-323-3290
- **Appointments:** Available in person or via Zoom.