

HOW TO DOWNLOAD YOUR NOTES FROM AIM WHEN YOU ARE A CASS STUDENT



Step 1 Log into CASS Portal (AIM) using the following link

<http://cassportal.utep.edu>





UTEP Single Sign On

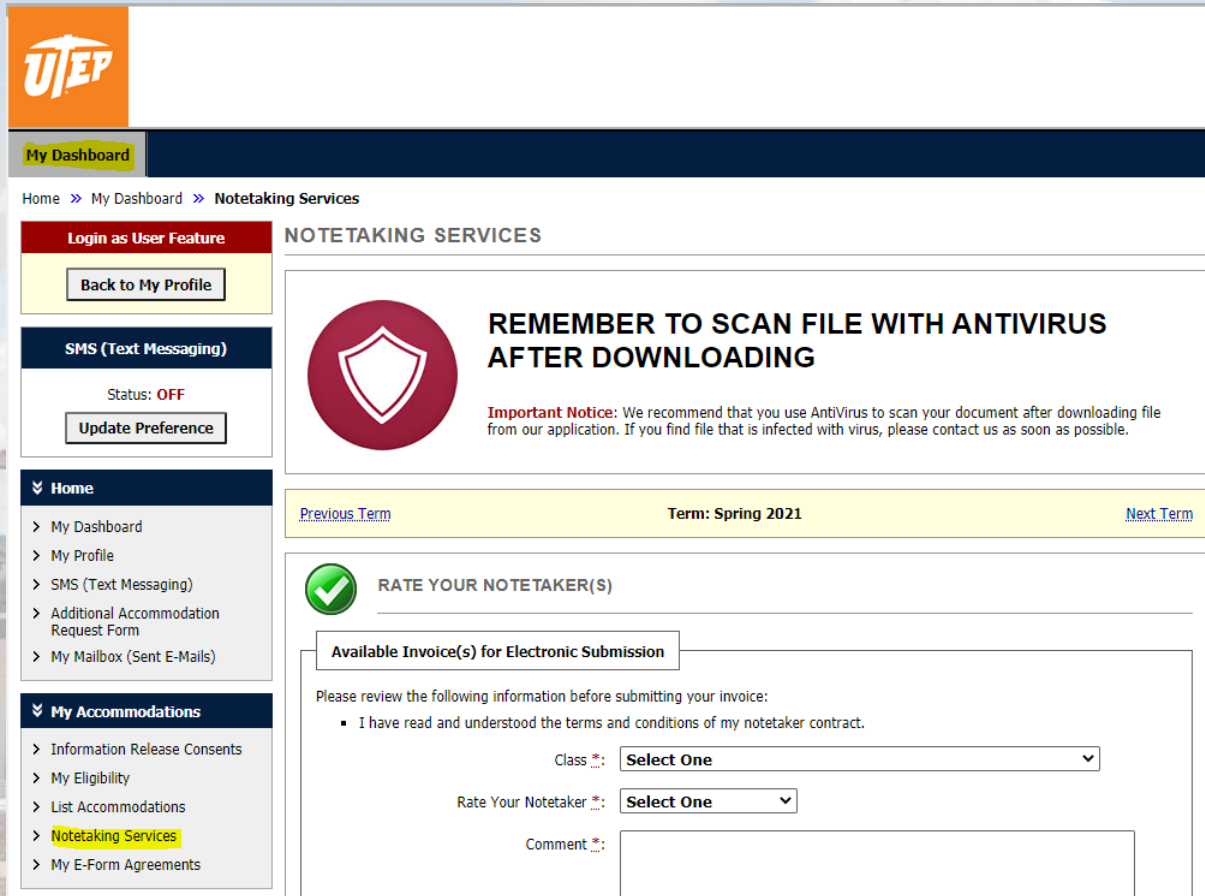
[New Account/Change Password](#)

Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws. Use of this site is subject to UTEP's policies. Any use of this site not covered by UTEP policy is prohibited.



Step 2

After logging in, you will see your dashboard. Choose “Notetaking Services”



The screenshot displays the UTEP user dashboard. At the top left is the UTEP logo. Below it is a navigation bar with 'My Dashboard' highlighted. The breadcrumb trail reads 'Home >> My Dashboard >> Notetaking Services'. On the left sidebar, there are sections for 'Login as User Feature' with a 'Back to My Profile' button, 'SMS (Text Messaging)' with a status of 'OFF' and an 'Update Preference' button, and a 'Home' menu with links to 'My Dashboard', 'My Profile', 'SMS (Text Messaging)', 'Additional Accommodation Request Form', and 'My Mailbox (Sent E-Mails)'. Below that is a 'My Accommodations' menu with links to 'Information Release Consents', 'My Eligibility', 'List Accommodations', 'Notetaking Services' (highlighted in yellow), and 'My E-Form Agreements'. The main content area is titled 'NOTETAKING SERVICES'. It features a red shield icon and a warning: 'REMEMBER TO SCAN FILE WITH ANTIVIRUS AFTER DOWNLOADING'. An 'Important Notice' states: 'We recommend that you use AntiVirus to scan your document after downloading file from our application. If you find file that is infected with virus, please contact us as soon as possible.' Below this is a yellow bar for 'Term: Spring 2021' with 'Previous Term' and 'Next Term' links. The next section is 'RATE YOUR NOTETAKER(S)' with a green checkmark icon. It includes a sub-section 'Available Invoice(s) for Electronic Submission' and a note: 'Please review the following information before submitting your invoice:'. A bulleted list contains: 'I have read and understood the terms and conditions of my notetaker contract.' Below this are two dropdown menus: 'Class' set to 'Select One' and 'Rate Your Notetaker' set to 'Select One'. A 'Comment' text area is also present.



Step 3 On your right hand side scroll down to find your class notes, click on “Available Note(s) for Download”

Class Name - Class Number

List of Notetaker(s):

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[Available Note\(s\) for Download \(Click to Expand\)](#)

