

HOW TO UPLOAD YOUR NOTES INTO AIM WHEN YOU ARE A NOTE TAKER



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 "Note Taker" tab

The screenshot shows the UTEP Notetaker dashboard. At the top left is the UTEP logo. Below it is a navigation bar with 'My Dashboard' and 'Notetaker' tabs. The main content area is titled 'OVERVIEW' and contains an 'IMPORTANT MESSAGE(S)' section with a warning icon. The message states that the Center for Accommodations and Support Services (CASS) thanks the user for volunteering as a Note Taker and provides a link to the Note Taker Orientation. Below the message is a 'Questions? Contact Us!' section with contact information for CASS.

UTEP

My Dashboard **Notetaker**

Home >> My Dashboard >> Overview

Login as User Feature

Back to My Profile

Home


- > My Dashboard
- > My Profile
- > My Mailbox (Sent E-Mails)

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

OVERVIEW

 **IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- **Message for Notetaker:**
The Center for Accommodations and Support Services would like to thank you for volunteering to be a Note Taker, you will make a difference in a student's life.

You are required to read The Note Taker Orientation found in the following link.

<https://www.utep.edu/student-affairs/cass/forms/index.html>

Questions? Contact Us!

Please contact our office if you have any questions or concerns.

Center for Accommodations and Support Services
(CASS)

The University of Texas at El Paso
351 W. University Ave.
El Paso, TX 79902 Union Bldg. East Room 106
Office: 915-747-5148
Fax: 915-747-8712
cass@utep.edu



Step 3 On your left hand side select "Upload and View Notes", continue with the following:

*Select Class

(Choose your CRN)

*Notes for

(Choose what week your notes are for)

*Select Day

*Select File

*Upload Notes

The screenshot shows the UTEP Notetaker interface for uploading notes. The page title is "UPLOADING NOTES". On the left sidebar, there are sections for "Login as User Feature" with a "Back to My Profile" button, "Tools" with a dropdown menu containing "Request and View Assignments", "Notetaker Agreements", and "Upload and View Notes" (highlighted), and "Logout" with a "Log Out" button. The main content area includes an "Important Notice" about scanning files with antivirus, an "UPLOAD INSTRUCTION" section with a list of requirements (150-300 dpi resolution, one file at a time, 20 MB max), and a "File Information" section. The "File Information" section contains a "Select Class" dropdown, a "Notes for" dropdown, a "Select Day(s)" section with checkboxes for Monday through Sunday, a "Select File" section with a "Choose File" button and "No file chosen" text, and an "Upload Notes" button.

UTEP

My Dashboard Notetaker

Home >> Notetaker Access >> Uploading Notes

Login as User Feature

Back to My Profile

Tools

- > Request and View Assignments
- > Notetaker Agreements
- > **Upload and View Notes**

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Log Out

UPLOADING NOTES

REMEMBER TO SCAN FILE WITH ANTIVIRUS BEFORE UPLOADING OR AFTER DOWNLOADING

Important Notice: We recommend that you use AntiVirus to scan your document before uploading your file to our application or after downloading the file from our application. If you find a file that is infected with a virus, please delete the file immediately and contact the student.

UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

File Information

Select Class *.: Select One

Notes for *.: Select One

Select Day(s) *

Monday Tuesday

Wednesday Thursday

Friday Saturday

Sunday

Select File: Choose File No file chosen

Upload Notes

