

## How to Submit a Note Taker Request Form

- 1) Go to William Paterson University's website (<https://www.wpunj.edu/>)
- 2) Log into WConnect by typing in your username and password

The screenshot shows the William Paterson University website. The top navigation bar includes links for WConnect, Maps & Contacts, and a search bar. Below this is a secondary navigation bar with links for Academics, Admissions, Campus Life, and About Us. A 'Login' button is highlighted with a white arrow. Below the login button is a form with fields for Username (containing 'SampleLogin') and Password (containing '\*\*\*\*\*'). A red 'Login' button is at the bottom of the form, also highlighted with a white arrow.

- 3) In WConnect, locate your semester schedule on the left-hand side of the screen

The screenshot shows the WConnect portal. The top navigation bar includes links for Home, Student, and a search bar. Below this is a secondary navigation bar with links for My Schedule, Billing and Payments, My Degree, and Notifications. The 'My Schedule' button is highlighted with a white arrow.

- 4) Use the schedule to fill out the ARC Note Taker Request Form Spring 2022 (<https://forms.office.com/r/mkPfN9YGQf>)

Course (CODS 6110-060)
CRN (17303)
Course Name (Feeding/Swallowing Disorders)
Days and Times of Course (R 6:00-8:40 PM)

My Schedule						
Spring 2022 Schedule						
Alternate PIN:		*****				
FEEDING/SWALLOWING DISORDERS (17303)		Communication Disorders		6110-060		
University Hall	205	R	06:00 PM	08:40 PM	Lecture	Tamulevicius, Pamela