

# DISABILITY RESOURCES & SERVICES

## NOTE TAKER SIGN UP & VENDOR REGISTRATION

### Steps to register for note taking & payment or letter of recommendation:

- Register as a note taker in DRS Connect (with your MEID and password (see page 3.)
- Complete your W-9 form and Vendor registration pages (see page 5.)
- Inform DRS of your vendor ID. *(This will be sent to your Maricopa email from the purchasing department 1-2 business weeks after you have finished vendor registration.)*

### Ways to provide notes to the student throughout the semester:

- Scan or upload a clear picture of your notes to the DRS Connect website. You can log in any time from any device with your MEID. This is our preferred method as it is quick, easy and confidential.
- Provide your notes directly to the student or instructor by making a copy, or taking a clear picture. These can be delivered by hand, email, or Canvas. *(Copy machines are available around campus and most\* departments will make a free copy- ask your instructor.)*
- Bring your notes to the DRS Office, where we will make a copy to provide the student with.

### Important things to remember:

- You will have your choice of compensation. We offer letters of recommendation, a stipend of \$25 per credit hour *(per class regardless of how many students are in the class.)*
- DRS stays in contact with students to make sure they have been properly provided with notes.



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### POLICIES & EXPECTATIONS

1. **Always show up to class prepared and on time.** If you are going to be absent or late notify your instructor and find a replacement note taker. You are responsible for providing notes for every class meeting.
2. **Always legibly write the class name, the instructor's name, and the date on your notes.** If you have multiple pages be sure to clearly number each page and staple them in order.
3. **Use your notes as a way of summarizing what happened in class that day.** Include upcoming homework or exam dates and other classroom announcements that may be relevant to the course. Be sure to define any terms that are new or relevant to the course material. A lot of professors will use cues such as repeating information that is heavily important. Be sure to clearly indicate which information is most important. Don't be shy- we encourage you to leave plenty of space, write large, use multiple sheets of paper when needed, and communicate with your instructor when unsure.
4. **Use your MEID and password to sign up for DRS Connect, and fill out your vendor registration form.** Without this form you will not receive compensation. Instructions to register as a vendor can be found on pages 5-9 of this packet. If you lose this packet or form for any reason please come to DRS and have us replace it.
5. **Provide your notes to the student by making copies or uploading a clear picture into the DRS Connect website.** You should be able to make copies by visiting any academic division's secretary on campus. Please see DRS or your instructor if you require assistance using the copy machine. We also offer carbon copy notebooks. These notebooks make two copies- the original you wrote, and a second yellow tear-off sheet you are able to give to the student. Please visit DRS for a free carbon copy notebook.

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DRS CONNECT: <https://olympic.accessiblelearning.com/GCCAZ/>

1. Visit the link above.
2. Click 'Sign Up as a Notetaker'
3. Use MEID as username. \*  
\*This step guarantees your password will automatically match the password you use to access your student email, & student center. If you missed this step please contact the DRS office to have your username reset.
4. Follow the prompts.
5. Allow 24 hours for a DRS team member to review & approve your profile.
6. Request a notetaking assignment by logging in, selecting the appropriate term, and entering your class CRN or section number.

The screenshot displays the 'WELCOME TO ONLINE SERVICES' page. A navigation menu on the left includes 'Home', 'Online Services Home', and 'Unlocking My Account'. A yellow banner at the top reads 'THANK YOU FOR USING ONLINE SERVICES' with a warning icon and the text 'If you are finished, please close your browser to protect privacy.' Below this is a 'Sign In Information' form with fields for 'Username\*' and 'Password\*', and a 'Sign In' button. To the right, there are two links: 'New Student?' with a blue icon and 'Sign Up as a Notetaker' with a yellow icon. A green arrow points to the 'Sign In' button, and a blue arrow points to the 'Sign Up as a Notetaker' link. Below these is a 'Request a Notetaking Assignment' section. It has a dropdown menu for 'Term\*' set to '2016 - Summer'. Below that is a 'Step 2: Enter Course Registration Numbers' section with a grid of input boxes. The first box contains '10810'. A green arrow points to the first box, and a blue arrow points to the 'Term\*' dropdown. At the bottom, there is an 'Important Note' in a yellow box: 'If you have not signed a contract for this particular term, the system will require you to submit a notetaker contract after you click Continue to Verify Your Classes.' Below the note is a 'Continue to Verify Your Classes' button.

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Check each box, and verify all class information, before clicking to submit your class schedule.

Staff Access Website Control Testing Center **Notetaker**

Notetaker Home

### NOTETAKER HOME

Previous Term Term: **Summer 2016** Next Term

**Step 3: Verify Your Classes**

Please verify your class schedule, if it is correct check the box and click **Submit Your Class Schedule** to request a notetaking assignment.

	CRN	SBJ	CRS	SEC	Course Title	CMPS	
<input checked="" type="checkbox"/>	10810	PHI	212	0001	Contemporary Moral Issues	GCC	Letter of recommendation ▾

**Important Note:** Please make sure you **SELECT A CORRECT** compensation type for each course. Once you are assigned to the class as a notetaker, you will not be able to modify your selection without contacting our office.

Submit Your Class Schedule Cancel



Read through the note taking contract.

Type your full name.

\*This acts as your signature.

Click to submit the contract when you are ready.

### NOTETAKER CONTRACT FOR SUMMER 2016

By signing this document electronically and submitting the agreement you are agreeing to all of the terms, conditions, and policies in the **DRS Notetaker Agreement**. Failure to follow any portion of the contract may result in contract termination without notice. DRS reserves the right to withhold or pro-rate any payments for Notetakers who violate any portion of the **DRS Notetaker Agreement**.

Notetaker Terms of Service:

- 1) You must provide notes for the class you are registered with.
- 2) The notes must be legible and in a format accepted by the student.
- 3) Using a laptop to take notes is the preferred method.
- 4) Upload notes to this database for student access.
- 5) Scanning services are available at your local DRS office should you need to scan to upload your notes.

**Required Step**

Full Name\*:  **Note: Please sign exactly as Julie Nevarez**

By signing this document electronically and submitting the agreement you are agreeing to all of the terms, conditions, and policies in the **DRS Notetaker Agreement**. Failure to follow any portion of the contract may result in contract termination without notice. DRS reserves the right to withhold or pro-rate any payments for Notetakers who violate any portion of the **DRS Notetaker Agreement**.

Submit Your Notetaker Contract



Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the college. The Maricopa Community Colleges do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 Concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit the following weblink: <https://distict.maricopa.edu/consumer-information/non-discrimination-statements>.

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## NOTE TAKER SIGN UP & VENDOR REGISTRATION

### VENDOR REGISTRATION GUIDE

1. Fill out a W-9 form (attached to the end of this packet.) You will need to upload this form to complete vendor registration.
  - ☞ You may request the assistance of a DRS team member with scanning or uploading this form- call, email, or stop by the office during regular business hours.
2. Visit the MCCC Purchasing Department site: <https://business.maricopa.edu/purchasing/>
3. Click on the word **VENDORS** on the left side (highlighted in orange.)
4. Click on the word **PORTAL**. This link will take you to the online registration form.
5. You will be prompted to answer a few questions through a six step process.
6. Any information that isn't indicated in this guide should be left blank.



#### Welcome - Step 1 of 6

To complete your registration, please fill in the information for each step of the registration process. Use the navigation buttons "Next" and "Previous" to move between steps.

Note: You will be required to upload an electronic copy of your W9 form during this process. If you do not have a letter-sized electronic copy (jpg, bmp, pdf, etc...), please obtain one before starting this process.

Once you have provided all the required information, proceed to the "Submit" step where you may submit your registration for consideration. You will receive an email confirmation shortly after submittal.

If you have any questions or feedback on the registration process, please call or contact:

Maricopa County Community College Purchasing Department

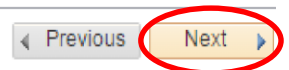
2411 West 14th Street

Tempe, AZ 85281-6942

URL: <http://www.maricopa.edu/purchasing>

Voice: (480) 731 - 8520

Fax: (480) 731 - 8190



\* Required field

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1. Move onto the 'Identifying Information' portion.
2. Occupy the "Tax Identification Number" field with your **social security number**.
3. Fill in the "Entity Name" field with your **full name**.
4. When asked "What type of organization do you represent?" select **Sole Proprietor**.
5. The following two questions should be answered with **No**.
6. The rest of the fields must be left blank.
7. Attach your **W-9 form** in the "**Add Attachment**" option on the top right of the page.
8. Click "Next"

Welcome Identifying Information Addresses Contacts Payment Information Submit

Identifying Information - Step 2 of 6

Unique ID & Company Profile

\* Tax Identification Number

\* Entity Name

Additional Name

http://URL

Open URL

\* Please attach your W9  
Add Attachment

Profile Questions

\* What type of organization do you represent?

\* Does your company collect AZ sales tax?

\* Does your company have a presence in AZ?

Arizona Sales Tax # (transaction privilege tax #)

Category 1

Category 2

Category 3

Category 4

Category 5

Category 6

Category 7

Category 8

Category 9

Category 10

Additional Address

HUBZone Program

Size of Small Business

Veteran-Owned Small Business

Sm Disadvantaged Business Prog

Ethnicity

Please check all that apply:

Emerging Small Business

Women-Owned Business

Veteran

Disabled

Comments

Previous Next



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## NOTE TAKER SIGN UP & VENDOR REGISTRATION

1. Fill in "Address 1" "City," "County," "Postal," and "State" fields with your information.
2. Enter a valid and accessible email address in the "Email ID" field. **\*The Purchasing Department will contact this email address if more information is needed, missing or incorrect.\***
3. Click "Next." This step will ask you to "add a contact"
4. Occupy **only** the fields with asterisk symbols (\*) with **your** personal information.
5. Under 'Requested User ID' enter your Maricopa (MEID) email address.

### Add Contacts

**Contact Information** ?

\* First Name   Primary Contact

\* Last Name

Title

\* Email ID

\* Telephone  Ext

Fax Number

Contact Type

**User Profile Information** ?

\* Requested User ID

Description

Language Code  English

OK Cancel

6. Click 'Ok' or 'Next'

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The screenshot shows a multi-step registration process. The current step is 'Payment Information', which is Step 5 of 6. The navigation bar includes 'Welcome', 'Identifying Information', 'Addresses', 'Contacts', 'Payment Information', and 'Submit'. The 'Payment Information' section includes a 'Payment Preferences' header, a 'Remit Address' dropdown set to 'Primary', a checked 'Enable Email Payment Advice' box, an 'Email Address' field, and a 'Payment Method' dropdown menu which is circled in red. Below this is the 'Supplier Banking Information' section, which is required for electronic payments and includes fields for 'Bank Name', 'Bank ID', and 'Bank Account Number'. At the bottom, there is a 'Comments' section with a text area and a 'Required Field' asterisk. Navigation buttons for 'Previous' and 'Next' are located at the bottom right.

1. **If you wish to have a check mailed to your home:** select “Manual Check” in the “Payment Method” dropdown box. **If you wish to have your payment directly deposited into your bank account:** fill in your bank information in the “Supplier Banking Information” section. Under the “email address. Click Next.
2. Type your full name and email address. Read through the “Terms of Agreement” provided and check the box to accept the terms. Review your information, and when ready click “Submit.”
3. Once the application is approved (may take up to two months) the purchasing department will send you an email containing a Supplier/Vendor ID. Please forward this email to [drs@southmountaincc.edu](mailto:drs@southmountaincc.edu), make sure to include your Supplier/Vendor ID number, student ID number, MEID, and the class that you take notes for. **This is the ONLY way to get paid.** If you cannot send this information over email, please call or stop by the DRS Office Located in the Student Services building- Room 129.



## Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal classification (required):	
Individual/Sole proprietor	C Corporation
S Corporation	Partnership
Trust/estate	Exempt payee
Limited liability company, Enter the tax classification (C=C corporation, P=partnership) Other (see instructions)	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

<b>Part I</b>	<b>Taxpayer Identification Number (TIN)</b>
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Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Social security number									

Note. If the account is in more than one name/ see the chart on page 4 for guidelines on whose number to enter.

Employer identification number			

<b>Part II</b>	<b>Certification</b>
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Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification. but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature U.S. person of	Date
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Section references are to the Internal Revenue Code unless otherwise noted.

## Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien) to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued)
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9. Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7). Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business.

Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.