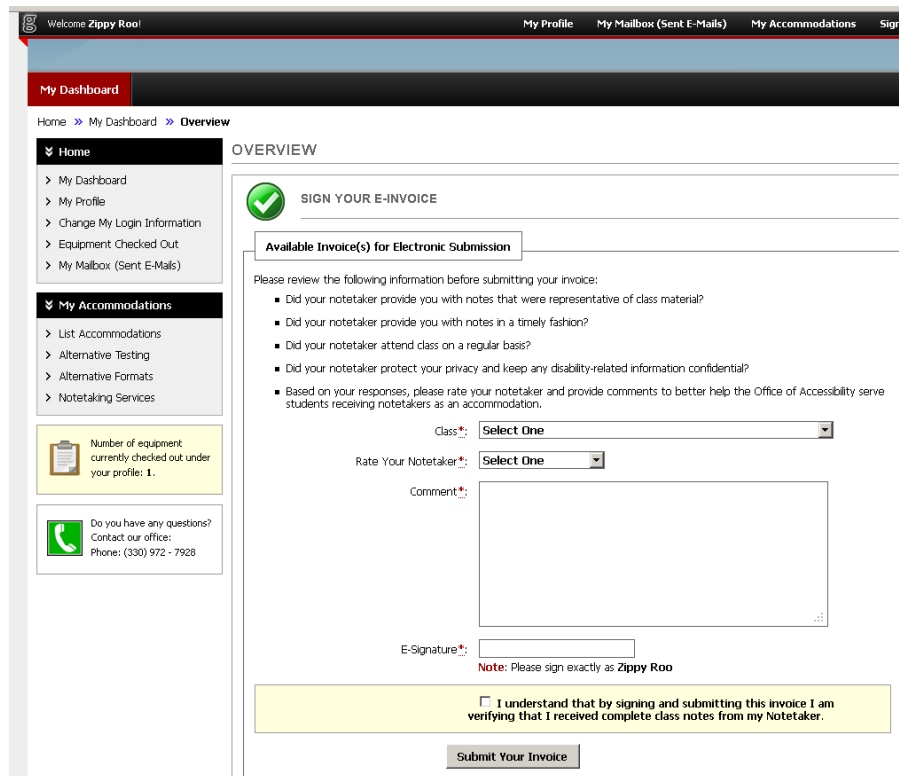


Signing Student Invoice

STEP ONE: Go to <https://york.accessiblelearning.com/Akron>.

- Log in using your UANetID and password
- The Invoice will be opened to you the 12th week of the semester, please remember to fill it out.
- You will get an email instructing you to please log on to the STARS website, and indicate if you have received notes for your class.
- Your invoice will be the first thing that appears after you login to STARS:



The screenshot shows a web dashboard for 'Zippy Roo'. The main content area is titled 'OVERVIEW' and features a green checkmark icon next to the heading 'SIGN YOUR E-INVOICE'. Below this, there is a section for 'Available Invoice(s) for Electronic Submission'. The form includes a list of questions to review before submission, such as 'Did your notetaker provide you with notes that were representative of class material?'. It also has dropdown menus for 'Class' and 'Rate Your Notetaker', a text area for 'Comment', and an 'E-Signature' field. A note below the signature field reads: 'Note: Please sign exactly as Zippy Roo'. At the bottom of the form, there is a checkbox for 'I understand that by signing and submitting this invoice I am verifying that I received complete class notes from my Notetaker.' and a 'Submit Your Invoice' button.

STEP TWO: Review the information before submitting your invoice

- Select your class from the drop down box
- Rate your notetaker from the drop down box
 - The notetaker will not be able to view the rating
- Provide us with comments regarding the quality of your notetaker to better assist us in future hiring
- Add your “E-Signature”
- Check the box “I understand that by signing and submitting this invoice I am verifying that I received completed class notes from my Notetaker.”
- Click “Submit Your Invoice”

STEP THREE: You will get a message that your Invoice was successfully submitted



The screenshot shows a system message box with a green checkmark icon and the text 'SYSTEM UPDATE IS SUCCESSFUL'. Below the heading, it says 'System has successfully processed your request.'