**How to Book an Appointment**

1. **Access the Student Accessibility Services (SAS) Clockwork Webpage**
   
   Click on the following link: [https://dsobbooking.nipissingu.ca/custom/misc/home.aspx](https://dsobbooking.nipissingu.ca/custom/misc/home.aspx)

   You will be required to login using your Nipissing University e-mail and password.

2. **Click “Book an Appointment” from the Main menu options.**

   ![Main menu](image)

   Welcome to Student Development and Services: Student Accessibility Services

   ![Book an appointment](image)

   This landing page provides an overview on the appointment booking process.

   When you are ready to book, click the **“Schedule an Appointment”** tab.

3. **The Book an Appointment instruction page will appear.**

4. **Appointment Availability Webpage**

   The appointment booking page will open. Any available appointments are shown as blue boxes.

   1. **Type**: Use the Dropdown Menu to select what Type of appointment you want, Virtual or In Person.
   2. **With Whom**: Use the Dropdown Menu to select your Accessibility Consultant.
3. **Date:** Use the Calendar to select the Date on which you would like to meet.

4. **Select:** When you’ve found a suitable appointment date and time, click the box to continue.

### May 18, 2023

<table>
<thead>
<tr>
<th>Patti Moyer</th>
<th>Mike Walker</th>
<th>Melissa Kenney</th>
<th>ClockWork Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>7am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11am</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. **Confirm your booking.**

The **Confirm your booking** screen will appear.

### Confirm your booking

**Appointment details**
- **Date:** Tuesday July 11, 2023
- **Time:** 1:00 PM - 2:00 PM (1 hour)
- **Type:** Self Booked-In Person
- **With whom:** Melissa Kenney

* What do you want to discuss with your Accessibility Consultant?

**Cancel**  **Confirm this booking**

Review the date, time, and staff member with whom you are meeting with to make sure they’re correct.
Next, you will need to complete the question box: “What do you want to discuss with your Accessibility Consultant?” This note allows the Accessibility Consultant to be fully prepared for your appointment. Simply enter the details on why you are scheduling the meeting in the textbox.

If you ever have any questions while completing the form, you can reach out to sas@nipissingu.ca for assistance.

When you have completed the form, click the **Confirm this booking** button, and a confirmation message will appear. You will also receive a confirmation e-mail.

Once the appointment has been booked, you can view your booked appointments at any time by clicking on the **Calendar** tab.

### 6. Calendar View

The Calendar will show all your upcoming events, including booked appointments, tests, and exams.

If you ever need to Cancel an appointment, you can click the Cancel button next to the appointment in your event list. Although, please note the cancel button is only accessible up to 24 hours prior to your appointment time. Afterwards you will need to contact our office to cancel/reschedule an appointment.