How to Review and Confirm Your Accommodations

1. **Access the Student Accessibility Services (SAS) Clockwork Webpage**

After your initial appointment with an Accessibility Consultant, your accommodations will be setup for the term. You can view your accommodation letters on the Clockwork website at this link https://dsobooking.nipissingu.ca/custom/misc/home.aspx

All students registered with Student Accessibility Services with a permanent disability will need to complete this process at the beginning of each semester.

2. **Click "Accommodations – Review and Confirm" from the Main Menu options to open the Accommodations Module**
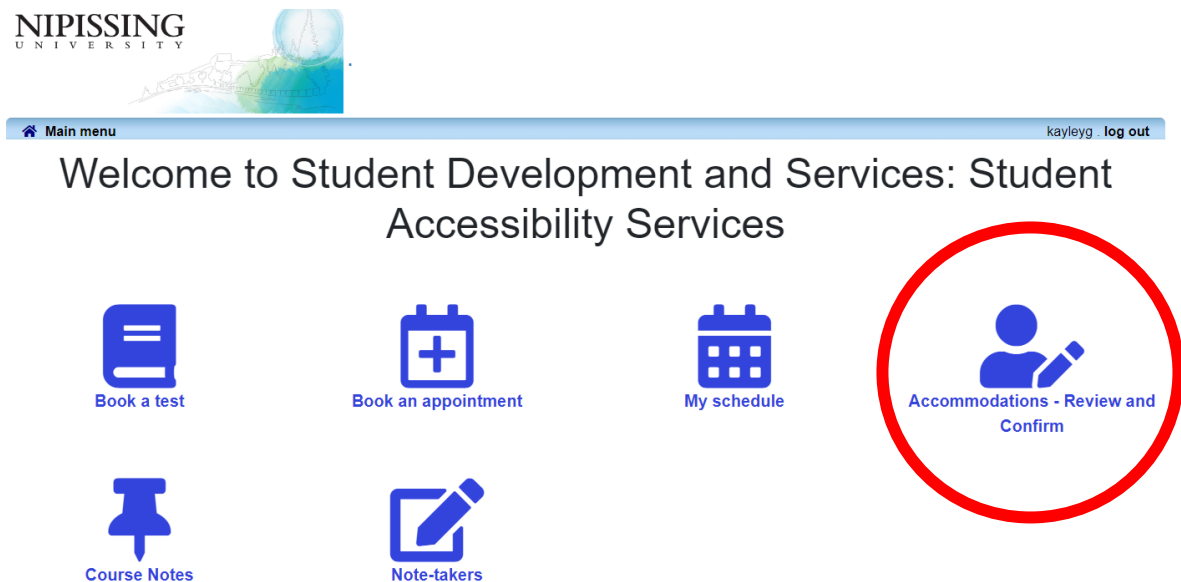
3. **The Request for Accommodations instruction page will appear.**

When you have read the explanation, click on the "**Accommodations**" tab.
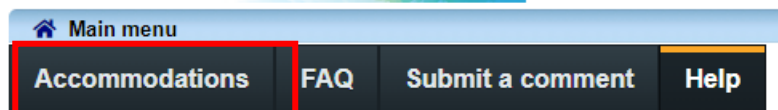
4. Accommodation Requests

All the courses that you are currently enrolled in will appear in a table on this page.

1. **Term**: Use the Dropdown Menu to select the Term you wish to review accommodations for. By default, the current term is selected.
2. **Course**: Locate the Course for which you wish to confirm accommodations.
3. **Request**: Next to the course, **click the Request button**.

5. Request Accommodations

The **Request Accommodations** screen will appear.

1. **Your Accommodations:** Your Accommodations will be listed on the left-hand side. Click the Checkbox(s) next to any accommodations you wish to apply to the selected course.
2. **Courses to Request:** The Course you selected on the previous screen will be checked, so the selected accommodations will be applied to it. If you wish to apply these accommodations to multiple courses, simply Click the Checkbox(s) next to other courses to which you wish to apply the same accommodations. Note that only accommodations selected here will be available to you at the time of test booking for the selected course.
3. **Confirm:** Click the Checkbox to indicate if your accommodation(s) are correct the way they are, if you need additional accommodations, or if you need to change or remove an accommodation.

Scroll down and read the Acknowledgement. This section details your rights and responsibilities as a student in relation to Student Accessibility Services.

4. **Acknowledge:** Click the Checkbox to acknowledge them.
5. **Submit:** Click the Submit button.

Your accommodations for this course are now complete. If you applied the same accommodations to every course, you are now finished. If you have additional courses to request you can complete this process again.

6.   Get letters of accommodation

After Reviewing and Confirming your accommodations for each course (or for all courses at once) the "**Request button**" will disappear. If you did not request a change to your accommodation plan, the "**Get letter**" button will appear immediately.

Click "**Get letter**" to download a copy of your letter of accommodation.

Course	Status	Request	Letter
CHFS 3037 **Section SU801**	**Sent** Your accommodation letter has been sent to your instructor and is available for review.		Get letter

Please note: If you requested a change to your accommodation plan, an Accommodation Consultant (AC) will contact you shortly once it has been reviewed. At which point the "Get letter" button will become active in the portal for you, and your letters will be set to your faculty.