How to Access the Faculty Portal

Navigating to and Logging into the Clockwork Portal

As a Nipissing University Instructor, if you have a student in your class who is registered with Student Accessibility Services, you will need to access the Clockwork portal. This portal is used by Nipissing University to share Letters of Accommodation (LOA) and communicate test and exam bookings. Here's how to log in and navigate the portal.

**Your Clockwork Portal Login information is the same as your Nipissing University Web Advisor information.**

The portal is available on our website [www.nipissingu.ca/sas](http://www.nipissingu.ca/sas) under Faculty Resources, or by the direct link below: [https://dsobooking.nipissingu.ca/user/instructor/default.aspx](https://dsobooking.nipissingu.ca/user/instructor/default.aspx)

Main Faculty Landing Page

The Instructor Information is displayed on the landing page once you’ve logged in.

This overview explains briefly how to view information in the portal, and Student Accessibility Services Information which we encourage you to include in your course syllabus. When you have reviewed this content, you have two options to select from either the Courses or the Accommodation letters tab. The Help tab is the landing page.

Courses Tab

As an instructor, you can view a list of your courses for the selected term from the drop-down menu shown below.

Each course also has the option to click on “Accommodation Letters”.

![Courses Tab](image)
Courses Tab

Student Letters List

After you click “Accommodation Letters”, a screen will display a list of all your students with Accommodation Letters in that course.

You will notice that if you have already viewed that letter there will be a statement next to the student’s name that says:
[receipt confirmed on DATE].

Accommodation Letters for Creating Funny Memes MEME SU002
Please select the student below:

- GRAVELLE, Kayley
- Roo, Kang (receipt confirmed on June 19, 2023)
- Test, Student

View letter  Back to courses

The confirmation step is the same for both the Courses and Accommodation Letters tabs.

Accommodation Letters Tab

In this tab, you can view a table format list of all students who have Letters of Accommodations for the courses you teach.

The table format allows you to quickly review if there are any new accommodation letters for you to confirm.

If the "Your Confirmation" column is empty, it means you haven’t yet reviewed that letter.
Accommodation Letters Confirmation

Once you have selected select “view letter”, the Review and Confirm window will be displayed.

By Clicking “Review PDF Letter”, a PDF with the students’ Letters of Accommodation will be displayed.

Once reviewed you will select the acknowledgement checkbox and click “Submit”.