Access the Student Accessibility Services (SAS) Clockwork Webpage

If you need to discuss your accommodations with your Accessibility Consultant, you can now book an appointment through the SAS Clockwork Portal.

Clockwork Webpage: [https://dsobooking.nipissingu.ca/custom/misc/home.aspx](https://dsobooking.nipissingu.ca/custom/misc/home.aspx).

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

**Book an Appointment**

Select the "Book an Appointment" button on the main menu in the portal.

![Welcome page](Welcome.png)

The welcome page provides an overview of instructions.

When you are ready to book, click the "Schedule an Appointment" tab.

**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 an Appointment**: When you've found a suitable appointment date and time, click the appointment box to continue.
Confirmation

The **Confirm your booking** screen will appear. Review the date, time, and staff member with whom you are meeting with to make sure they’re correct.

Complete the question: “What do you want to discuss with your Accessibility Consultant?” This allows the Accessibility Consultant to be fully prepared for your appointment.

Simply enter the details on why are scheduling the meeting in the textbox.

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.