

How to – Student Files

Access the Student Accessibility Services (SAS) Clockwork Portal

You can use the SAS Clockwork portal to securely upload documents and access files shared by your Accessibility Consultant.

 **Clockwork Webpage:** <https://dsobooking.nipissingu.ca/custom/misc/home.aspx>.

Student Files

Step 1: Log In

- Log in using your **Nipissing University email address and password**.

Step 2: Navigate to Student Files

- From the main menu, select **“Student Files.”**



 Main menu

Welcome to Student Development and Services: Student Accessibility Services



Registration



Accommodations - Review and Confirm



Book a test



Book an appointment



My schedule



Course Notes



SAS Forms



Student Files

Using the Student Files Module

Upload Documents

- In the **“Submit a File”** section (left side of the screen):
 1. Click **“Browse...”** to select your file.
 2. (Optional) Add a comment for your Accessibility Consultant.
 3. Click **“Submit file”** to upload.

A **confirmation email** will be sent once your file has been successfully uploaded.

View Shared Documents

- In the **“Shared with You”** section (right side of the screen):
 - Files shared by your Accessibility Consultant will appear here.
 - Click **“download”** beside a file to save it to your device.
- Your Accessibility Consultant will notify you if there is a document for you to review.

A screenshot of a web portal for Nipissing University's Accessibility Services. The page is divided into two main sections. The left section, titled 'Submit a file', contains instructions on how to upload documents, a list of acceptable file types (Medical or supporting documentation, Forms requested by your Accessibility Consultant, and Additional information related to your accommodations), and a 'Browse' button to select a file. Below this is a 'Comment' text area and a 'Submit file' button. The right section, titled 'Shared with You', shows a list of files shared with the user. It includes a 'Refresh' button and a list of files with their dates and a 'download' link. One file is listed: 'Time Log and Receipt of Services-Winter 2023.pdf' dated 'Tuesday, July 11th 2023'. The footer of the page contains contact information for Student Accessibility Services, including the address, phone number, and email address.

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Need Help?

If you have questions about uploading files or accessing shared documents, contact:

Phone: 705-474-3450 ext. 4632

Email: sas@nipissingu.ca