

Registering with Student Accessibility Services

How-to Guide: Clockwork for Students

The Student Accessibility Services (SAS) Clockwork Portal is used to register for services, book appointments and tests, securely upload documents, and access files shared by your Accessibility Consultant.

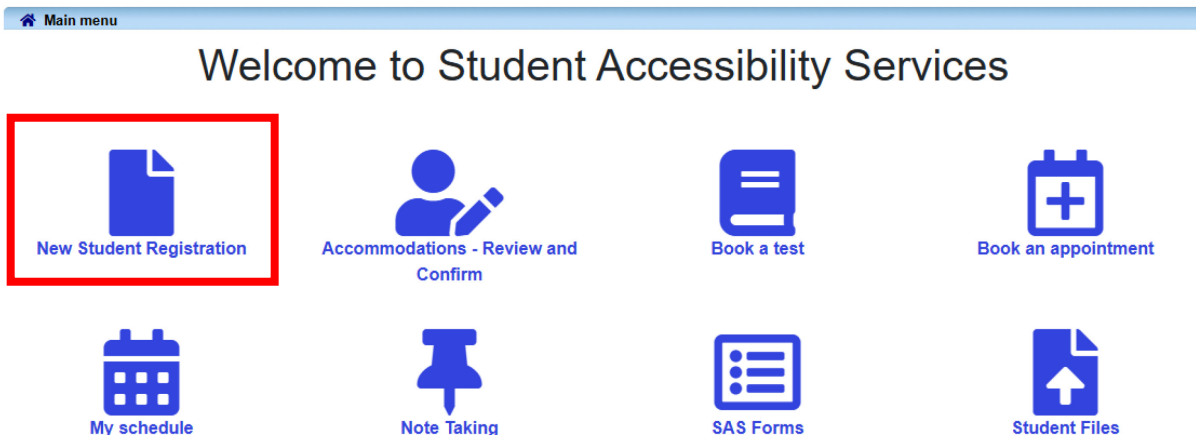
Access the Clockwork Portal: [Clockwork Portal](#)

Step 1: Log In

Log in to the Clockwork Portal using your Nipissing University email address and password

Step 2: Navigate to the Registration Form

From the main menu, select “**New Student Registration**”.



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sas@nipissingu.ca

Step 3: Complete the form

Complete and submit the registration form. This form only needs to be completed **once**, when you first request services.

The following fields will be automatically populated:

- First Name
- Last Name
- Student ID
- Date of Birth
- Nipissing Email Address

Step 4: Wait for Follow-Up Communication

After submitting your registration form, our team will send an email to your Nipissing University email account requesting that you log back into the Clockwork Portal to:

- Review and submit your SAS Service Agreement
- Upload documentation (if available)

Step 5: Submit your SAS Service Agreement

Once you have been assigned an Accessibility Consultant, you will be prompted to review and confirm your SAS Service Agreement the next time you log in to the Clockwork Portal.

Step 6: Upload Your Documentation

Use the **Student Files** section of the Clockwork Portal to securely upload and share documentation with Student Accessibility Services.

Step 7: Wait for your Accessibility Consultant to reach out

Once we receive your completed Service Agreement and documentation, an Accessibility Consultant (AC) will contact you to schedule your intake appointment or request any additional information that may be required.

Please note: Intake appointments cannot be booked online.

Step 8: Attend Your Intake Appointment

Meet with your Accessibility Consultant to:

- Discuss your accommodation needs.
- Review supporting documentation.

Your Accessibility Consultant will work with you to develop your **Individual Accommodation Plan**.

Step 9: Release Your Accommodation Letters

At the beginning of **each semester**, log in to the Clockwork Portal to:

- Review and confirm your accommodations
- Release your accommodation letters to your instructors, as needed

This step is required to notify instructors of your approved accommodations.

If you have any questions or need assistance, please contact our office at 705-474-3450 Ext: 4362, sas@nipissingu.ca