

ClockWorkfor Students How-To Guide

How-To Review and Confirm Your Accommodations

I. Access the SAClockWorkSite

After attending a New Registration Appointment ith an Access Advisor, your accommodations will be perfacess ClockWorkby clicking the link: <u>https://students.accessibility.mcgill.ca/ClockW</u>**6ii**ckReview and Confirm my Accommodations. All students registered with SAA will need to complete this module at the beginning of each semester.

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II. Review and Confirm Your Accommodations

ClickingReview and Confirm My Accommodationwill open the Accommodations module.

The Accommodations instructions overview will appear. This overview explains how to use the Review and Confirm my Accommodations module. When you have read the explanation, click Accommodations.

TheRequest Accommodationscreen will appear. The course in which you are enrolled will appear

- 1. Term Use the Dropdown Menuto select which Termyou 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 equest button.

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Accommodations	FAQ	Submit a.co	mment .
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The Request Accommodationscreen will appear.

- 1. Your Accommodations Your Accommodations will be listed on the **left** nd side.Clickthe Checkbox(s)) ext to any accommodations you wish to apply to the selected se
- 2. Courses Request The Course you selected on the previous screen will be checked, so the selected accommodations be applied to it. If you wish to apply these accommodations to multiple courses, states, states accommodations to multiple courses, states accommodations accommodations to multiple courses, states accommodations accommodating accommodations a