

How-To Review and Confirm Your Accommodations

I. Access the SAA ClockWork Site

After attending a New Registration Appointment with an Access Advisor, your accommodations will be set up. Access ClockWork by clicking the link: <https://students.accessibility.mcgill.ca/ClockWork>. Click Review and Confirm my Accommodations. All students registered with SAA will need to complete this module at the beginning of each semester.



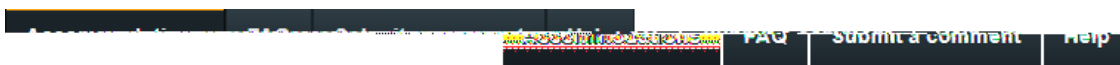
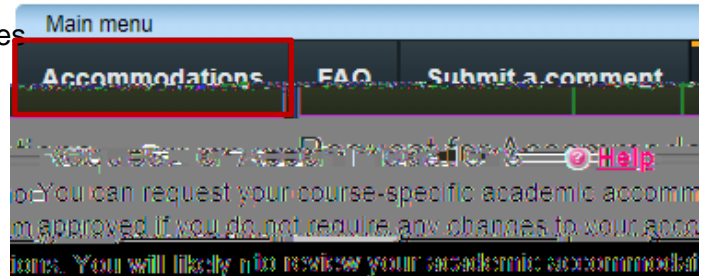
II. Review and Confirm Your Accommodations

Clicking Review and Confirm My Accommodations will open the Accommodations module.

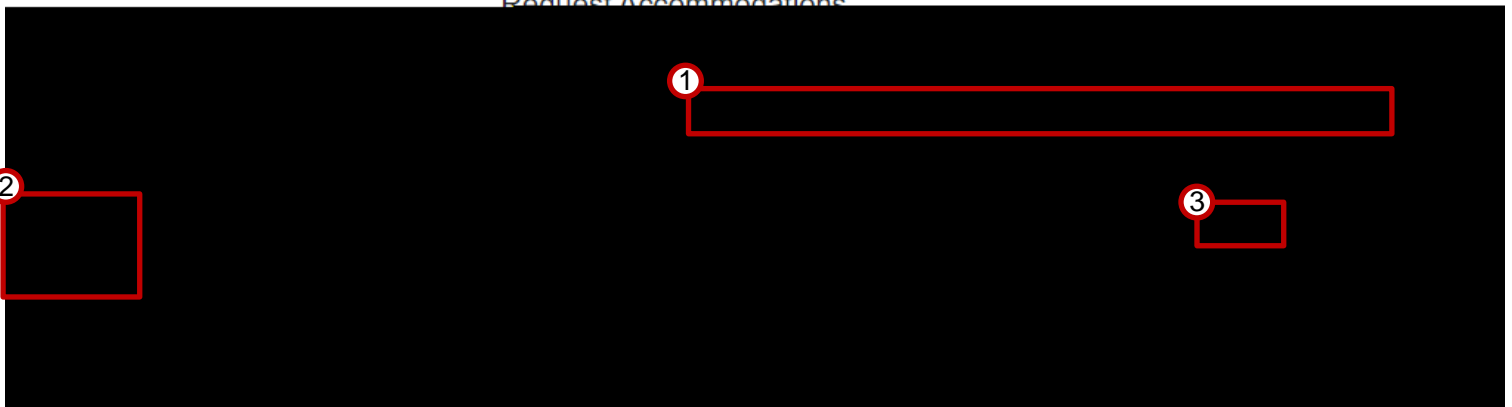
The Accommodations instructions overview will appear. This overview explains how to use the Review and Confirm my Accommodations module. When you have read the explanation, click Accommodations.

The Request Accommodations screen will appear. The courses in which you are enrolled will appear

1. Term: Use the Dropdown Menu to select which Term you 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 Request button.



Request Accommodations



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The Request Accommodations screen will appear.

1. Your Accommodations will be listed on the left side. Click the Checkbox(s) next to any accommodations you wish to apply to the selected course.
2. Course to 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, simply click the Course(s) on the left.

