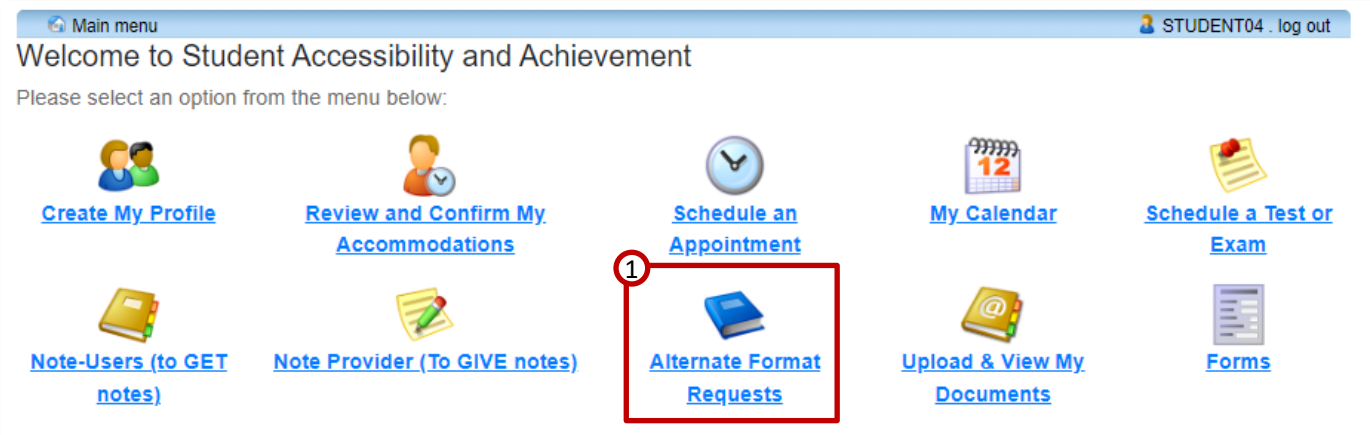


How-To Access Alternate Format Files

I. Access the SAA ClockWork Site

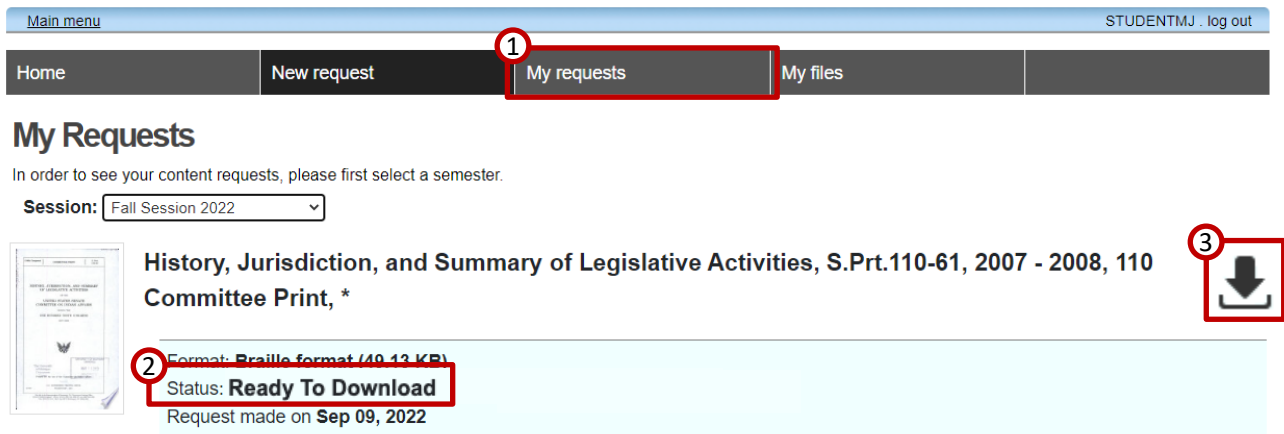
The first step to accessing a completed Alternate Format request is to access the ClockWork site from an internet browser. Click the following link: <https://students.accessibility.mcgill.ca/ClockWork>. Keep in mind that you will need to have access to Alternate Format (i.e. Braille, Large Print, Digital) as a part of your accommodation plan.



Next, access the **Alternate Format Requests Module**. This Module allows you to request alternate format materials and access them once provided. Click the **Alternate Format Requests** button.

II. My Requests

The Alternate Format module will open.



- 1. My Requests:** Click the **My Requests** tab to access your requests.
- 2. Status:** When your requests is ready, the status will be changed to **Ready to Download**. If you have not yet uploaded a proof of purchase, it will read **Complete but pending proof of purchase**. You must provide a valid receipt before you can download the file.
- 3. Download:** Click the Download icon to download the Alternate Format file to your computer.

If you have requested a format which requires a **hard copy**, such as **Braille**, you will need to present yourself at the SAA office to pick up your Alternate Format material.