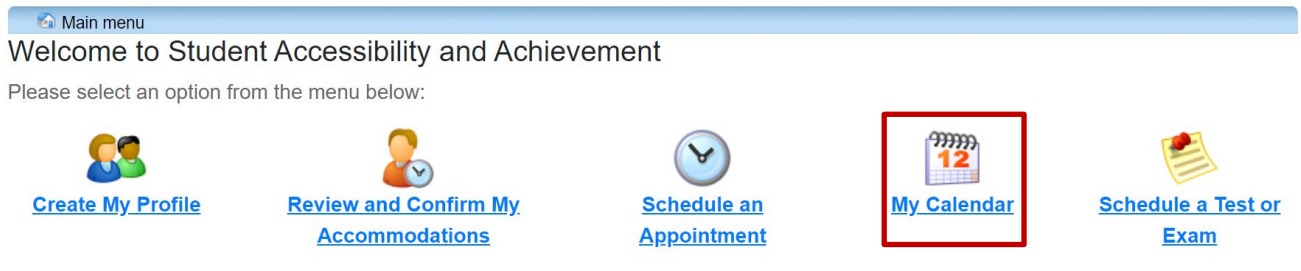


## How-To Access Your Calendar

### I. Access the SAA ClockWork Site

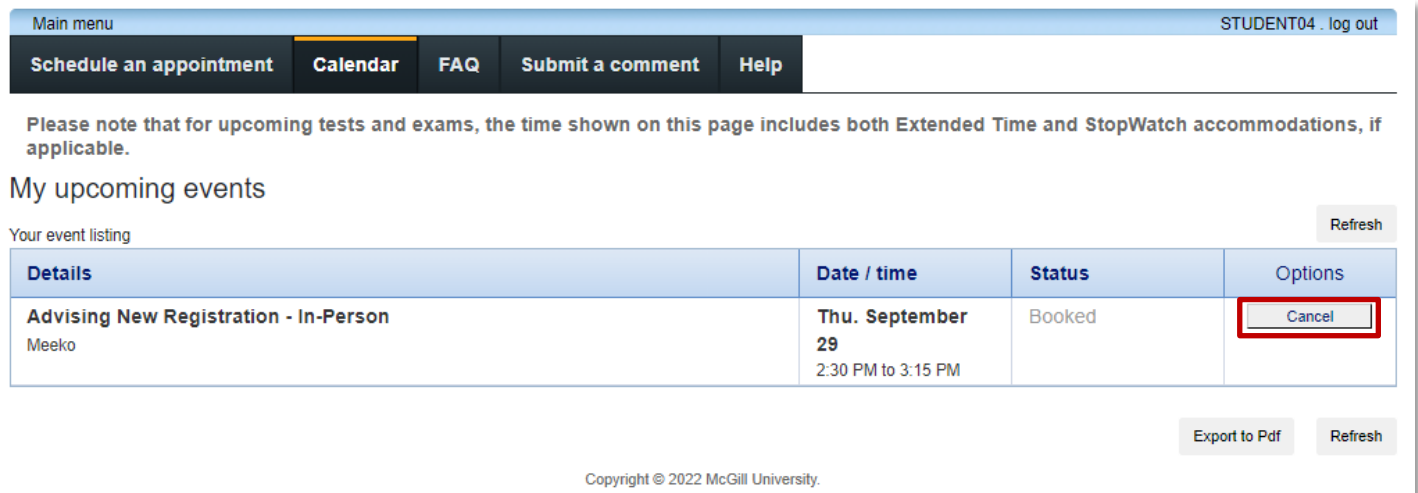
The first step to accessing your SAA calendar is to access the ClockWork site from an internet browser. Click the following link: <https://students.accessibility.mcgill.ca/ClockWork>.



### II. My Calendar

Next, click the **Create My Calendar** button. The Calendar will appear.

The Calendar displays all of **your upcoming events**, including **appointments with Student Accessibility and Achievement** and **test and exams** that you have registered for.



The **Date** and **Time** of each event will be displayed, along with the status. If at any point you need to **cancel** your appointment or exam booking with Student Accessibility and Achievement, click the **cancel** button next to the event line.