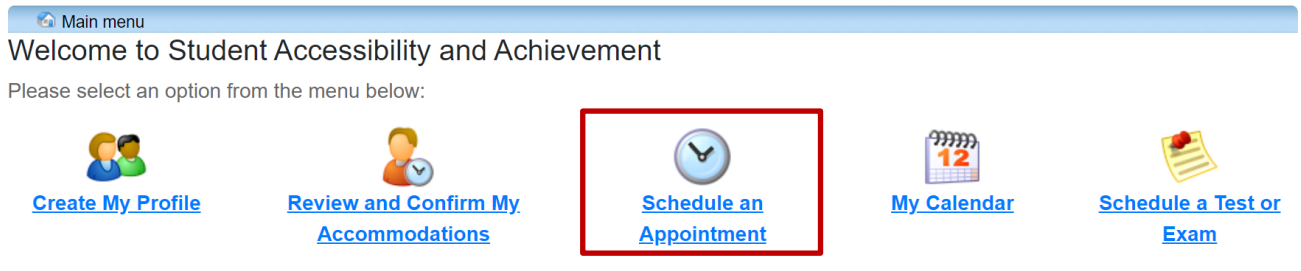


### How-To Book an Appointment with SAA

## I. Access the SAA ClockWork Site

After [Creating Your Profile](#) and receiving an email from SAA confirming that you can book an appointment, access ClockWork by clicking the link: <https://students.accessibility.mcgill.ca/ClockWork>. Click **Schedule an Appointment**.



## II. Schedule an Appointment

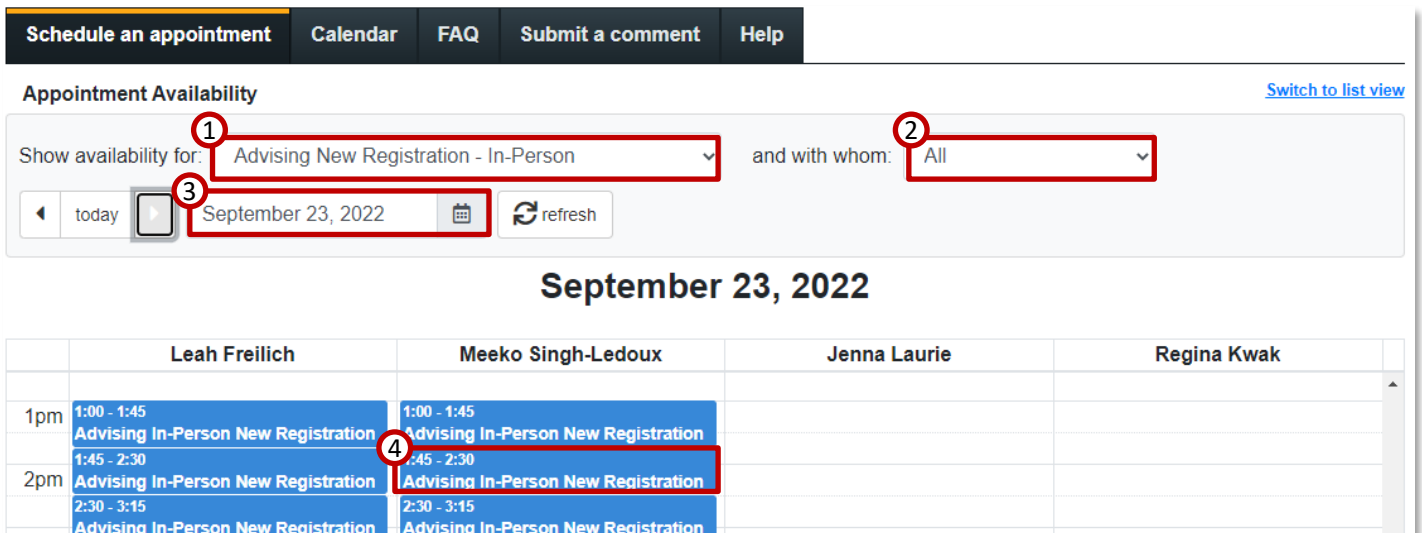
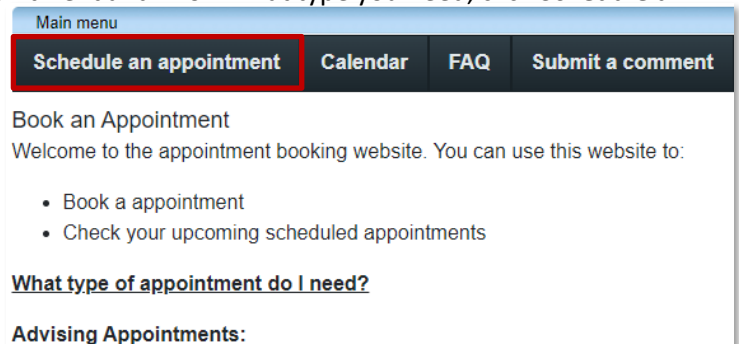
Clicking **Schedule an Appointment** will open the Appointments module.

The Appointments instructions overview will appear. This overview explains the different types of appointments available, and what they're used for. When you have reviewed the types of appointment and know what type you need, click **Schedule an Appointment**.

The **Appointment Availability** will appear. Available Appointments show as blue boxes.

The following tools can help you find a suitable appointment:

- Type:** Use the **Dropdown Menu** to select what **Type** of appointment you want – for example, an Advising New Registration – In Person appointment.
- With Whom:** Use the **Dropdown Menu** to select With Whom you would like to meet – a specific advisor.
- Date:** Use the Calendar to select the **Date** on which you would like to meet.
- Select:** When you've found a suitable appointment, **Click** the box to continue.



## How-To Book an Appointment with SAA

### III. Confirm Your Booking

The **Confirm Your Booking** screen will appear. Review the date, time, and advisor with whom you are meeting to make sure they're correct.

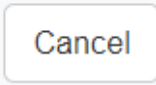
Next, you will need to complete the **Appointment Pre-Booking Form**. This form allows the Advisor to be fully prepared for your appointment.

To complete the **Appointment Pre-Booking Form**, simply respond to the questions on the screen. The questions will be different depending on the type of appointment you have booked.

You will also be asked if you require any accommodations in order to attend your appointment, and if you will be accompanied by a service animal. These questions allow SAA staff to be fully prepared to support you when you attend your booking.

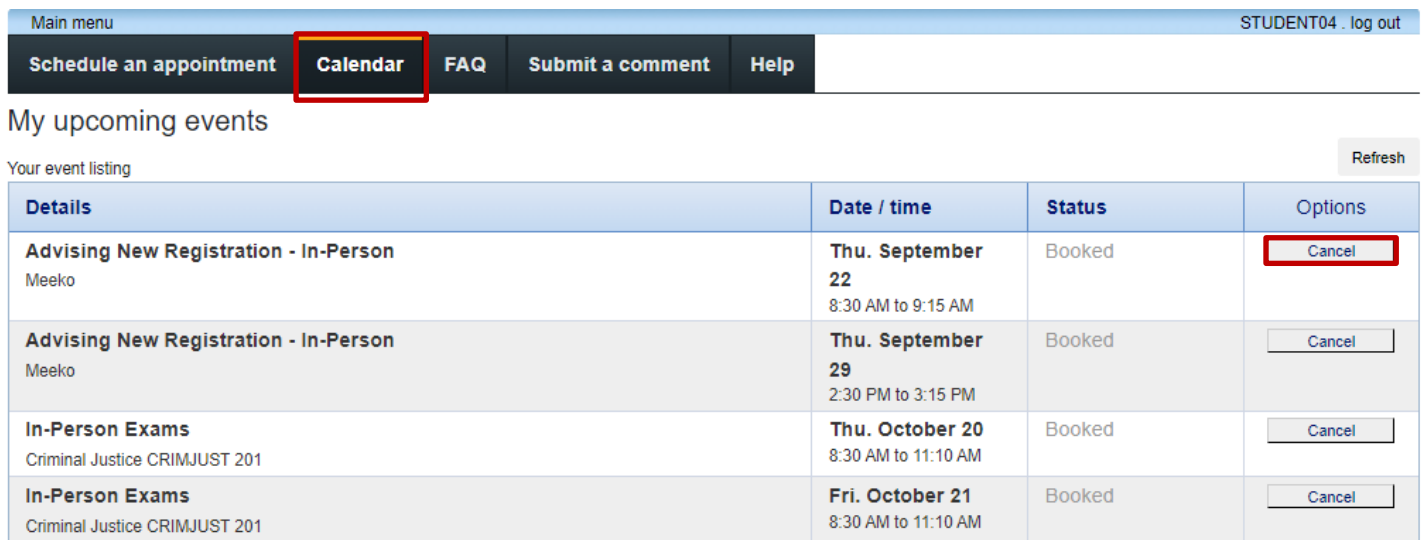
If you every have any questions while completing the form, you can reach out to [access.achieve@mcgill.ca](mailto:access.achieve@mcgill.ca) for assistance.

When you have completed the form, click the **Confirm this booking** button.



A confirmation message will appear.

Once the appointment has been booked, you can view your booked appointments at any time by clicking on the **Calendar** button.



Main menu STUDENT04 . log out

Schedule an appointment **Calendar** FAQ Submit a comment Help

#### My upcoming events

Your event listing Refresh

Details	Date / time	Status	Options
<b>Advising New Registration - In-Person</b> Meeko	<b>Thu. September 22</b> 8:30 AM to 9:15 AM	Booked	<input type="button" value="Cancel"/>
<b>Advising New Registration - In-Person</b> Meeko	<b>Thu. September 29</b> 2:30 PM to 3:15 PM	Booked	<input type="button" value="Cancel"/>
<b>In-Person Exams</b> Criminal Justice CRIMJUST 201	<b>Thu. October 20</b> 8:30 AM to 11:10 AM	Booked	<input type="button" value="Cancel"/>
<b>In-Person Exams</b> Criminal Justice CRIMJUST 201	<b>Fri. October 21</b> 8:30 AM to 11:10 AM	Booked	<input type="button" value="Cancel"/>

The **Calendar** will show all your upcoming events, including booked appointments and Exams.

If you ever need to **Cancel** an appointment, click the **Cancel** button next to the appointment in your event list.