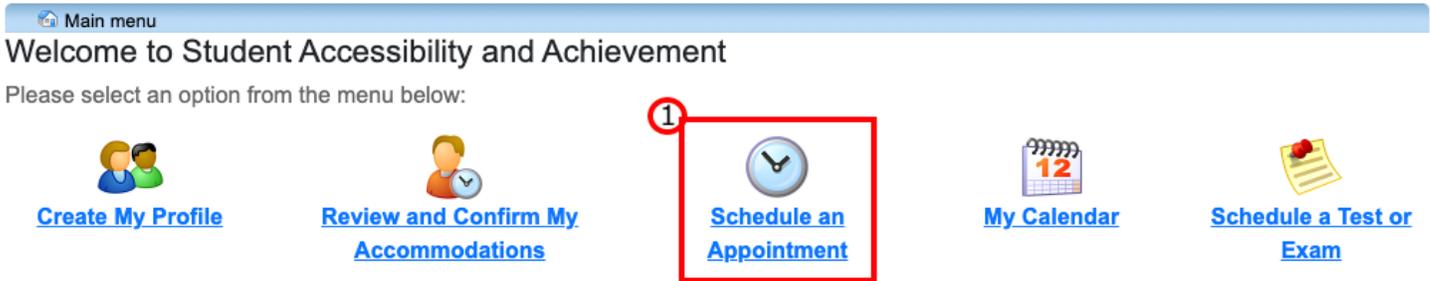


How-To Register with SAA

I. Access the SAA ClockWork Site

The first step to registering with Student Accessibility and Achievement (SAA) is to access the ClockWork site from an internet browser. Click the following link: <https://students.accessibility.mcgill.ca/ClockWork>.



II. Schedule a New Registration Appointment

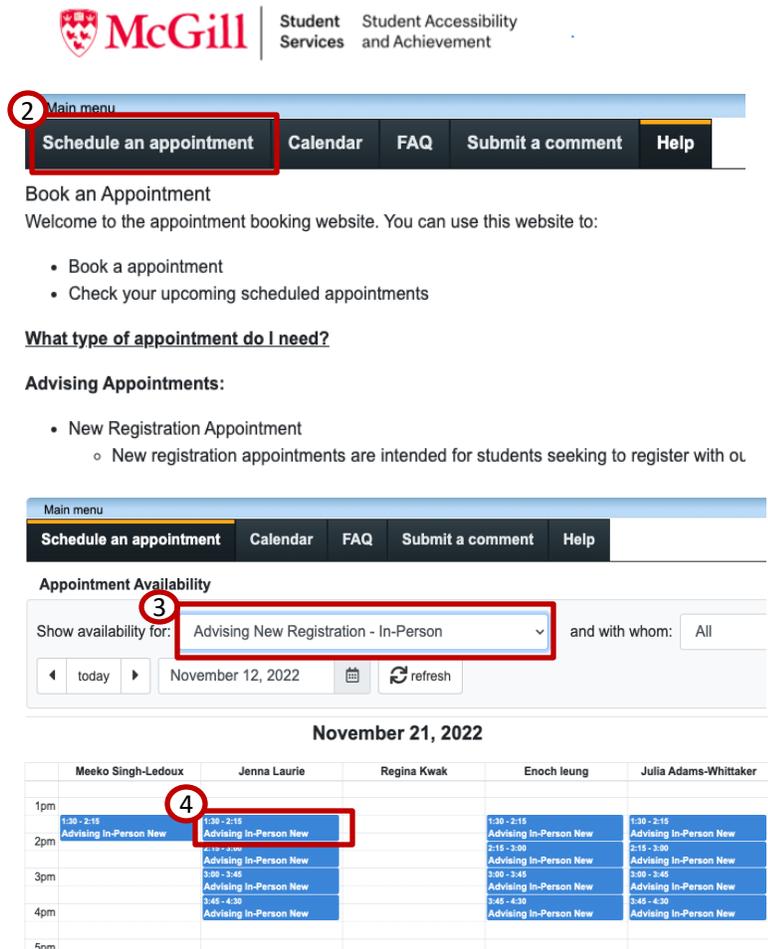
Click the **Schedule an Appointment** button (1). This is where you can book a time to come in for your **Advising New Registration Appointment**.

The Book an Appointment instructions will appear. This overview explains the appointment booking process and details the types of appointments that are available. When you are ready to begin, click the **Schedule an Appointment tab (2)**.

Next, the Appointment Availability calendar will appear. You will need to select **Advising New Registration Appointment (3)** from the drop-down menu to register you with SAA. This appointment can take place either in-person, or virtually.

Please note that you will not be registered with SAA until you have completed your New Registration appointment with an Access Services Advisor.

Use the arrows to jump forward until the next available appointment. Appointment availability will be shown as **blue boxes (4)**. When you've found a suitable appointment, **Click** the box to continue.



III. Create New Account

After selecting your appointment time, the **Registration Form** will appear. Your **Personal Information** should already be filled in:

- First Name
- Last Name
- Student Number
- Email Address

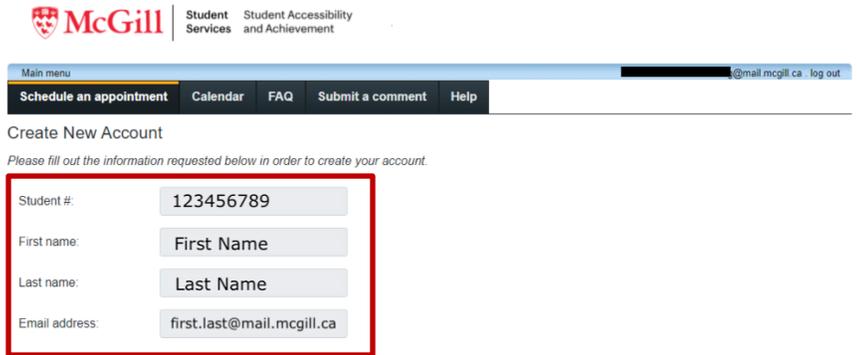
Once you have verified your personal information, complete the **Diagnosis** section.

This section pertains to medical or psycho-educational documentation you have which attests to your diagnosis.

You will be asked to attach your documentation to the registration fom. If you do not have the required documentation, you can still continue, however you **must provide valid documentation at least 2 business days before your New Registration appointment.**

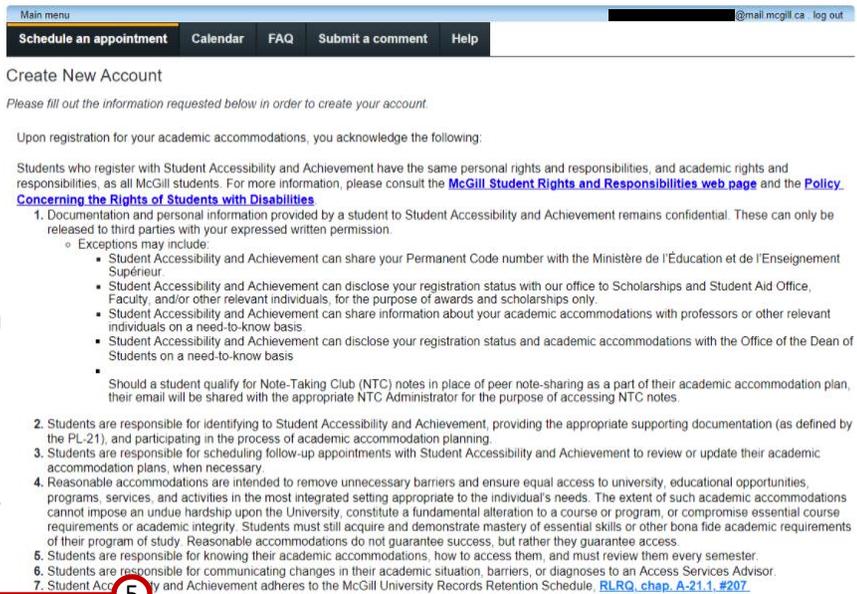
Once you have completed the Registration Form, you will then need to acknowledge and accept the confidentiality agreement for students who register with Student Accessibility and Achievement.

Review the agreement and then when you are ready, click on checkbox next to **"I Accept" (5)**. Click **Submit** to move on to the next page.



Diagnosis Information

The medical documentation or psycho-educational assessment attesting to your diagnosis should be uploaded



I ACCEPT **5**

III. Confirm Your Booking

Now that you have created your account, you will be asked to confirm the details of your **Advising New Registration Appointment**.

Review the **Appointment details** and answer the questions on the pre-booking form.

When you are ready, click on the **Confirm this booking** button.

Your appointment is now confirmed. You will receive a confirmation email and should now be able to see your appointment details in the **My Calendar** module.

