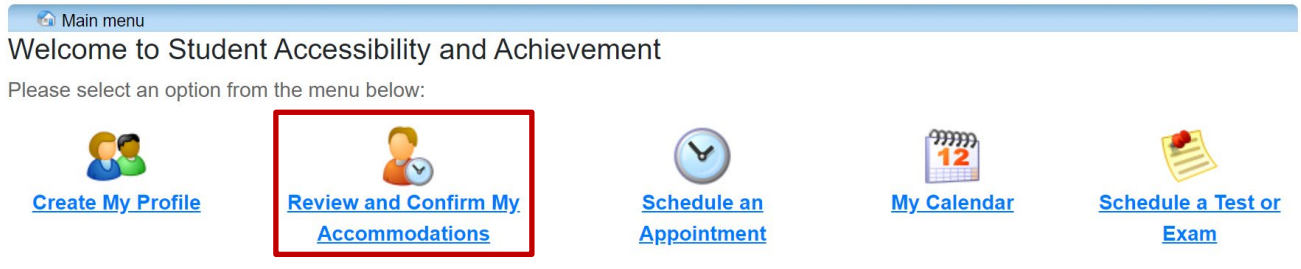


How-To Review and Confirm Your Accommodations

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**.



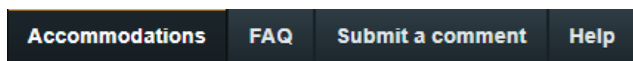
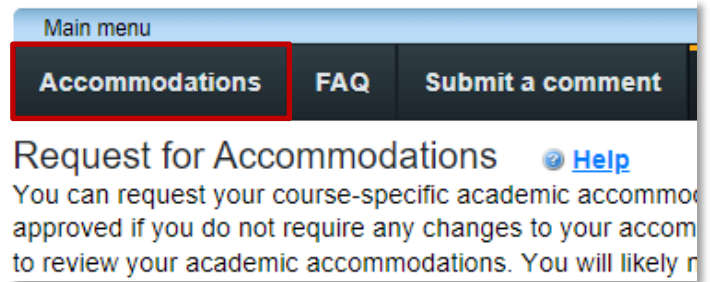
II. Review and Confirm Your Accommodations

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

- Term:** Use the **Dropdown Menu** to select which **Term** you wish to review accommodations for. By default, the current term is selected.
- Course:** Locate the **Course** for which you wish to request Accommodations.
- Request:** Next to the course, click the **Request** button.



Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses:

Show term: **Fall Session 2022** Refresh

Course	Status	Request	Letter
MATH 101 Section 01	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	
MGCR 331 Section 01	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	

How-To Review and Confirm Your Accommodations

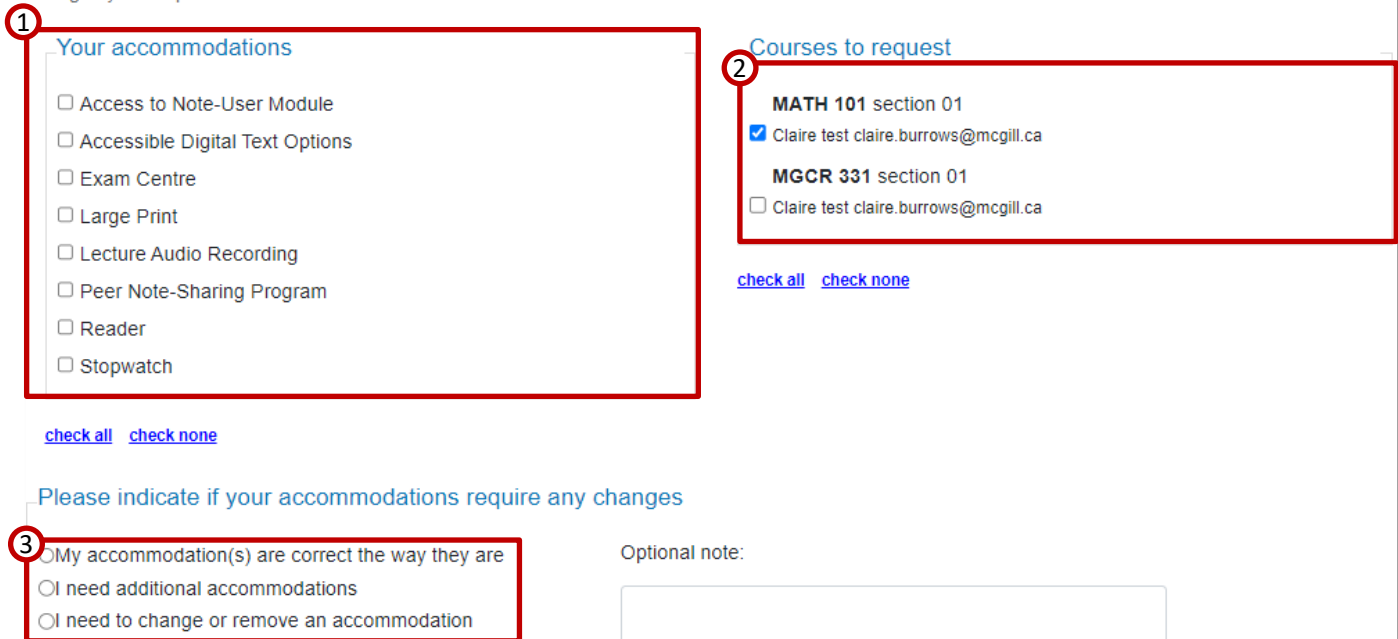
III. Request Accommodations

The **Request Accommodations** screen will appear.

- Your Accommodations:** Your Accommodations will be listed on the left-hand side. **Click the Checkbox(s)** next to any accommodations you wish to apply to your course.
- Courses to Request:** The Course you selected on the previous screen will be checked, so the selected accommodations will be applied to it. If you wish to apply these accommodations to multiple courses, simply **Click the Checkbox(s)** next to other courses to which you wish to apply the **same accommodations**.
- Confirm:** **Click the Checkbox** to indicate if **your accommodation(s) are correct the way they are**, if you **need additional accommodations**, or if you **need to change or remove an accommodation**.

Request Accommodations

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.



1 Your accommodations

- Access to Note-User Module
- Accessible Digital Text Options
- Exam Centre
- Large Print
- Lecture Audio Recording
- Peer Note-Sharing Program
- Reader
- Stopwatch

[check all](#) [check none](#)

2 Courses to request

MATH 101 section 01

- Claire test claire.burrows@mcgill.ca

MGCR 331 section 01

- Claire test claire.burrows@mcgill.ca

[check all](#) [check none](#)

Please indicate if your accommodations require any changes

3 My accommodation(s) are correct the way they are

I need additional accommodations

I need to change or remove an accommodation

Optional note:

Scroll down, and read the **Acknowledgement**. This section details your **rights and responsibilities** as a student in relation to **Student Accessibility and Achievement**.

4. Acknowledge: Click the **Checkbox** to acknowledge them.

5. Submit: Click the **Submit** button.

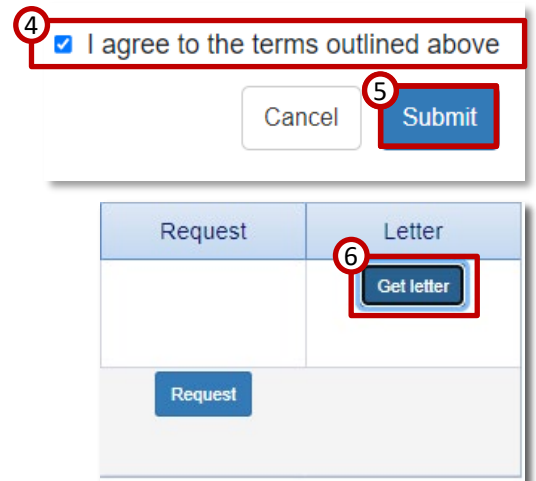
Your accommodations for this course are now complete.

If you applied the same accommodations to every course, you are now finished.

If you would like to apply different accommodations to your other courses, please repeat the process by selecting another course.

After **Reviewing and Confirming** your accommodations for each course (or for all courses at once) the **Request** button will disappear, and the **Get letter** button will appear.

6. Click the **Get letter** button to download a copy of your accommodation letter to your computer.



4 I agree to the terms outlined above

Request	Letter
	<input checked="" type="button" value="Get letter"/>
<input type="button" value="Request"/>	

6