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. All students registered with SAA will need to complete this module at the beginning of each semester.

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
1. Term: Use the Dropdown Menu to select which Term you wish to review accommodations for. By default, the current term is selected.
2. Course: Locate the Course for which you wish to confirm accommodations.
3. Request: Next to the course, click the Request button.
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III. Request Accommodations

The Request Accommodations screen will appear.

1. 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 the selected course.

2. 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. Note that only accommodations selected here will be available to you at the time of test booking for the selected course.

3. 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.

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. If you did not request a change to your accommodation plan, the Get letter button will appear.

6. Click "Get letter" to download a copy of your letter of accommodation

7. If you requested a change to your plan, an SAA advisor will contact you once it has been reviewed.