

How to Review and Confirm Your Accommodations

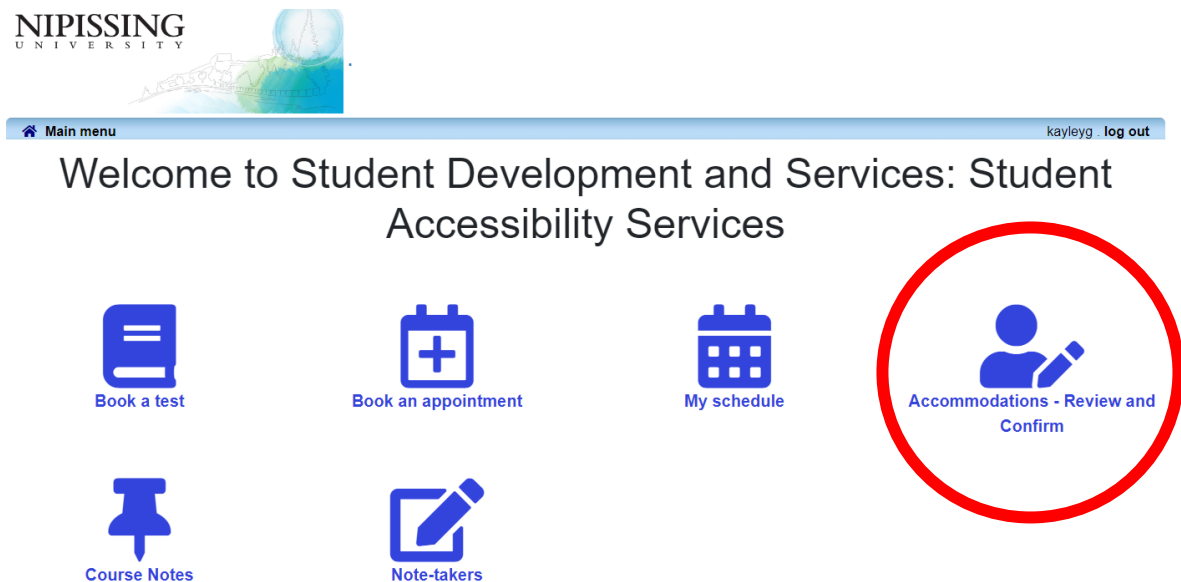
1. Access the Student Accessibility Services (SAS) Clockwork Webpage

After your initial appointment with an Accessibility Consultant, your accommodations will be setup for the term. You can view your accommodation letters on the Clockwork website at this link

<https://dsobooking.nipissingu.ca/custom/misc/home.aspx>

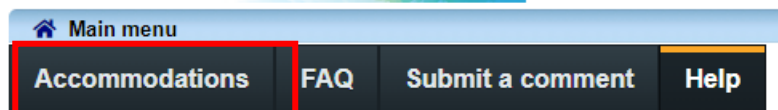
All students registered with Student Accessibility Services with a permanent disability will need to complete this process at the beginning of each semester.

2. Click “Accommodations – Review and Confirm” from the Main Menu options to open the Accommodations Module



3. The Request for Accommodations instruction page will appear.

When you have read the explanation, click on the “Accommodations” tab.



4. Accommodation Requests

All the courses that you are currently enrolled in will appear in a table on this page.

1. **Term:** Use the Dropdown Menu to select the 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.**

The screenshot shows the 'Request Accommodations' page. At the top, there is a navigation bar with 'Main menu', 'Accommodations', 'FAQ', 'Submit a comment', and 'Help'. The user is logged in as 'kayleYG' and can 'log out'. Below the navigation bar, the page title is 'Request Accommodations'. A text box explains that users can request accommodations for their courses by clicking the 'Request' button on the first course in the list. A red box labeled '1' highlights the 'Request' button. Below this, there is a 'Your courses:' section with a 'Show term:' dropdown menu set to 'Spring Session 2023' and a 'Refresh' button. A table lists courses with columns for 'Course', 'Status', 'Request', and 'Letter'. The first course is 'PSYC 2616' with status 'Course has ended'. The second course is 'Boiling Water BWTR 1010' with status 'Waiting for student to request'. A red box labeled '2' highlights the 'Request' button for this course, and a red box labeled '3' highlights the 'Request' button in the 'Request' column. The 'Request' button is a blue button with white text.

Course	Status	Request	Letter
PSYC 2616 Section SP811	Course has ended N/A (course has ended)		
Boiling Water BWTR 1010 Section SS001	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	<input type="button" value="Request"/>	

5. 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.

[Main menu](#) kayleyg . log out

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.

Your accommodations 1

- Additional Time: 33%
- Date IAP completed:
- Pain/Rest Break
- Personal Breaks during Classes
- Private Room
- Student Learning and Transitions (See Other Support Service Information on reverse)

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

Courses to request 2

Boiling Water BWTR 1010 section SS001

Angela Nicholls angelan@nipissingu.ca

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

Please indicate if your accommodations require any changes 3

My accommodation(s) are correct the way they are Optional note:

I need additional accommodations

I 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 Services.

Terms

when you use the Sites. We follow strict security procedures when filing and using the information you supply, and may request proof of your identity before supplying you with information. We take all reasonable steps to ensure the secrecy of your personal data and passwords. You are fully responsible for maintaining the confidentiality of your login and your password and abstaining from communicating it to any other person and you are solely liable for activities that occur under your login and password. We disclaim all liabilities for inaccuracy of your personal data and in case of theft, loss, misuse, communication, fraudulent use of your login and password arising from your failure to comply with the above. Cookies ===== The Website may use cookies to ensure the smooth operation of your transactions. Cookies are small information files that a Website can send to the hard disk of a personal computer for traceability reasons. They are not executable programs, and cannot contain viruses or applications. The cookies used only take up a minimal amount of space on your hard disk. You can always prevent cookies from being recorded on your computer by using the options provided by your browser. However, if you do so, some parts of the Site may not be functional.

I agree to the terms outlined above 4

Cancel
5

Student Accessibility Services • Room B210

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 have additional courses to request you can complete this process again.

6. Get letters of accommodation

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 immediately.

Click “**Get letter**” to download a copy of your letter of accommodation.

Course	Status	Request	Letter
CHFS 3037 Section SU801	Sent Your accommodation letter has been sent to your instructor and is available for review.		Get letter

Please note: If you requested a change to your accommodation plan, an Accommodation Consultant (AC) will contact you shortly once it has been reviewed. At which point the “Get letter” button will become active in the portal for you, and your letters will be set to your faculty.