How to – Student Files

Access the Student Accessibility Services (SAS) Clockwork Webpage

Within this module, you will be able to directly submit documents into your digital file to your Accessibility Consultant for review. Your Accessibility Consultant can also share documents with you through this portal.

Clockwork Webpage: https://dsobooking.nipissingu.ca/custom/misc/home.aspx.

You will be required to log in using your Nipissing University e-mail and password.

Student Files

Select the "**Student Files**" button on the main menu in the portal.
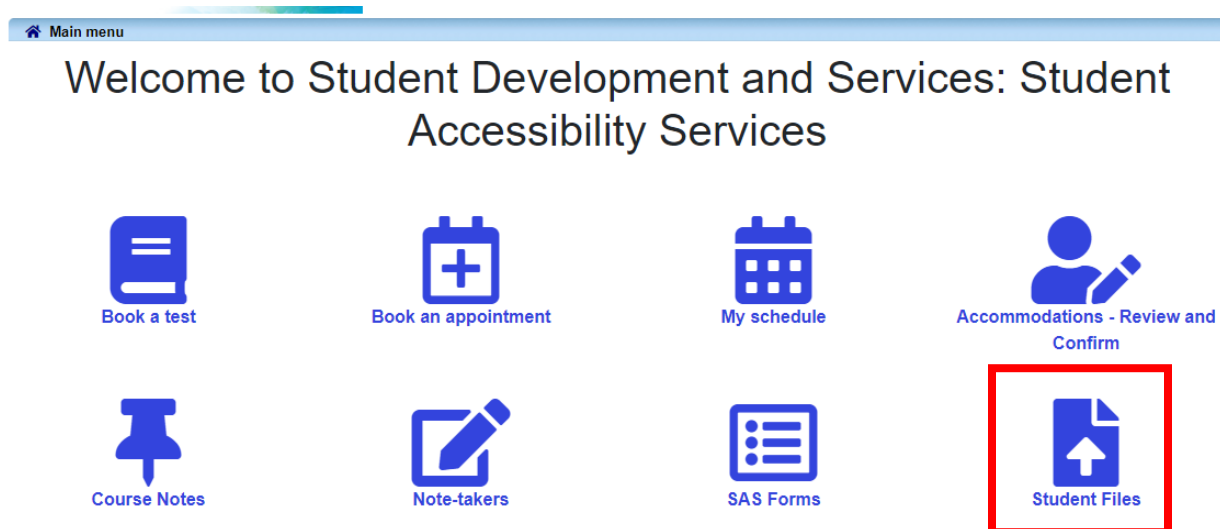
In the Student Files module, you can upload documents to your digital file by using the Submit a File section on the left.

The "Shared with You" section on the right display's documents shared by your Accessibility Consultant.

A confirmation e-mail is sent to you automatically for your record when you upload a file successfully to the portal.

Submit a file

Instructions
You can submit documents to us here. Examples include ...

Select file ... Browse ...

Comment

Submit file

Shared with you ⟳ Refresh

Your files are listed below. Click the 'download file' link beside each file to download it.

Time Log and Receipt of Services-Winter 2023.pdf
Tuesday, July 11th 2023 | download

Deque University_Receipt.pdf
Monday, September 18th 2023 | download

If your Accessibility Consultant wants you to review something they shared on the portal, they will notify you in advance.

If you have any questions or concerns about the content in the Student Files section do not hesitate to contact our office at 705-474-3450 Ext: 4331, sas@nipissingu.ca.