

How to - Book an Appointment

Access the Student Accessibility Services (SAS) Clockwork Webpage

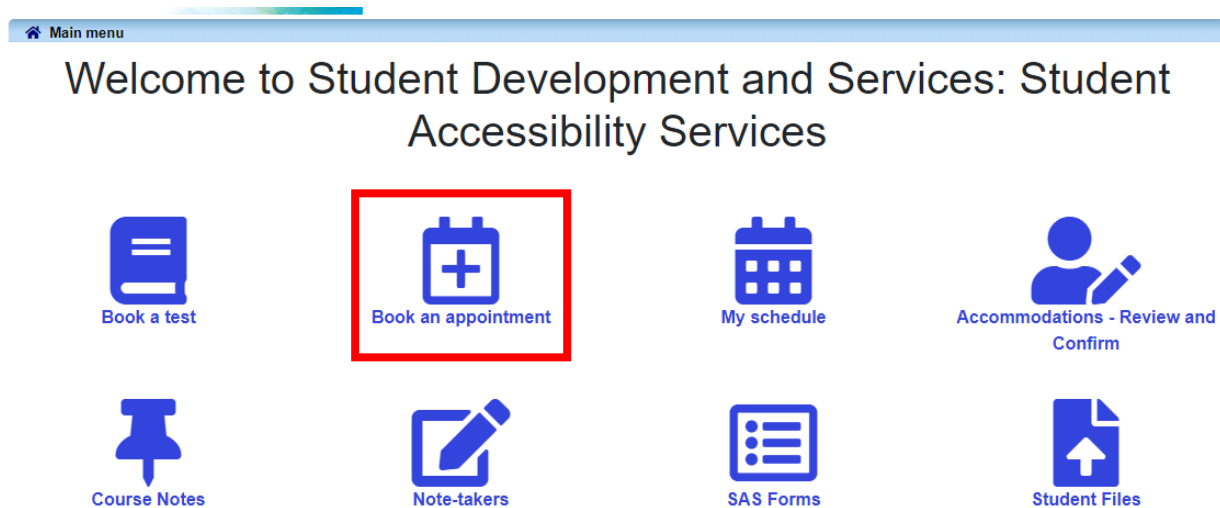
If you need to discuss your accommodations with your Accessibility Consultant, you can now book an appointment through the SAS Clockwork Portal

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.

Book an Appointment

Select the “**Book an Appointment**” button on the main menu in the portal.



The welcome page provides an overview of instructions.

When you are ready to book, click the “**Schedule an Appointment**” tab.

Appointment Availability Webpage

The appointment booking page will open. Any available appointments are shown as blue boxes.

1. **Type:** Use the Dropdown Menu to select what type of appointment you want,
 - Virtual or In Person
2. **With Whom:** Use the Dropdown Menu to select your Accessibility Consultant
3. **Date:** Use the Calendar to select the Date on which you would like to meet.
4. **Select an Appointment:** When you’ve found a suitable appointment date and time, click the appointment box to continue.

Appointment Availability Switch to list view

Show availability for: 1 Self Booked - Virtual and with whom: 2 All

◀ today ▶ 3 May 18, 2023 refresh

May 18, 2023

| | Patti Moyer | Mike Walker | Melissa Kenney | ClockWork Admin |
|------|-------------|-------------|----------------|---|
| 7am | | | | |
| 8am | | | | |
| 9am | | | | 4 9:00 - 10:00 Self Booked - Virtual |
| 10am | | | | 10:00 - 11:00 Self Booked - Virtual |
| 11am | | | | 11:00 - 12:00 Self Booked - Virtual |

Confirmation

The **Confirm your booking** screen will appear. Review the date, time, and staff member with whom you are meeting with to make sure they're correct.

Complete the question: "What do you want to discuss with your Accessibility Consultant?" This allows the Accessibility Consultant to be fully prepared for your appointment.

Simply enter the details on why are scheduling the meeting in the textbox.

Please confirm your booking

Appointment details

Date: Tuesday July 11, 2023
Time: 1:00 PM - 2:00 PM (1 hour)
Type: Self Booked-In Person
With whom: Melissa Kenney

* What do you want to discuss with your Accessibility Consultant?

Cancel
Confirm this booking

When you have completed the form, click the **Confirm this booking** button, and a confirmation message will appear. You will also receive a confirmation e-mail.

Once the appointment has been booked, you can view your booked appointments at any time by clicking on the **Calendar** tab.