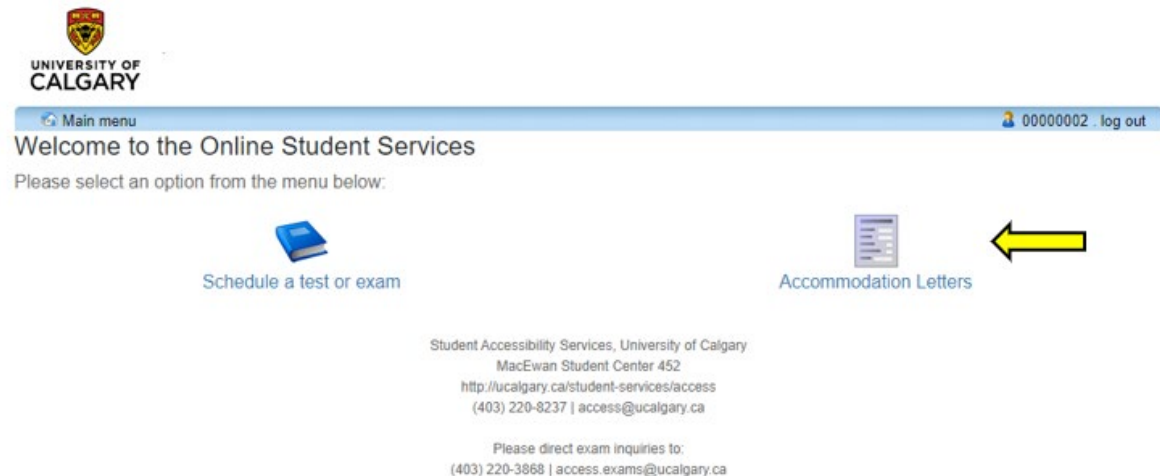


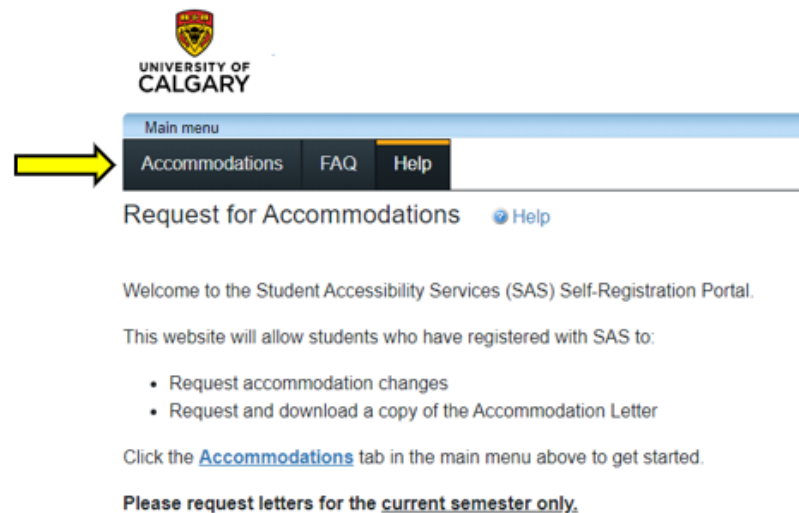
Requesting Accommodation Letters

1. Sign into clockwork and select Accommodation Letters from the Main Screen



The screenshot shows the University of Calgary Online Student Services main menu. At the top left is the University of Calgary logo. Below it is a blue navigation bar with a "Main menu" link and a user ID "00000002" with a "log out" link. The main heading is "Welcome to the Online Student Services" followed by the instruction "Please select an option from the menu below:". Two options are presented: "Schedule a test or exam" with a book icon, and "Accommodation Letters" with a document icon. A yellow arrow points to the "Accommodation Letters" option. Below the options is contact information for Student Accessibility Services, University of Calgary, including the MacEwan Student Center 452, website URL, and phone numbers. A second yellow arrow points to the "Accommodations" tab in the second screenshot.

2. Select the *Accommodations* tab from the top left corner of the screen.



The screenshot shows the SAS Self-Registration Portal. At the top is the University of Calgary logo. Below it is a blue navigation bar with a "Main menu" link and three tabs: "Accommodations", "FAQ", and "Help". A yellow arrow points to the "Accommodations" tab. Below the navigation bar is the heading "Request for Accommodations" with a "Help" link. The main content area contains the following text: "Welcome to the Student Accessibility Services (SAS) Self-Registration Portal. This website will allow students who have registered with SAS to:" followed by a bulleted list: "Request accommodation changes" and "Request and download a copy of the Accommodation Letter". Below the list is the instruction "Click the [Accommodations](#) tab in the main menu above to get started." and the final instruction "Please request letters for the current semester only."

3. Select the Request Button for a course you wish to activate accommodations in.

UNIVERSITY OF CALGARY

Main menu 00000002 log out

Accommodations FAQ Help

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: Summer Session 2022 Refresh

Course	Status	Request	Letter
TEST 000 Section 000	Pending Click the Request button to the right in order to complete the request process. A copy of your Accommodation Letter will be sent to your course instructor(s).	<input type="button" value="Request"/>	<input type="button" value="Letter"/>

4. Make sure all of the accommodations are selected (unless there is an accommodation you do not want to use).

Your accommodations

- Access to a computer with WordPad for written exams/tests/quizzes
- Access to a reader for exams/tests/quizzes

Courses to request

TEST 000 section 000

- Brenda bemcderm@ucalgary.ca

Tip: You can activate multiple accommodations for multiple classes by checking them off under the *Courses to request* section.

5. Select “My accommodations are **correct** the way they are” unless a change is needed.

Please indicate if your accommodations require any changes

My accommodations are **correct** the way they are

I need to **add / remove / change** an accommodation.
Please briefly describe your request in the text box. SAS will be in touch to discuss this request.

Optional note:

Warning: Only select the add/remove/change an accommodation option if you need to meet with your advisor. If you select this option, your letter will **not** be sent to your instructor.

6. Under the Terms section, make sure to check “I agree to the terms outlined above” and then select submit.

Terms

In submitting this request, I agree to the following:

1. I will book quizzes/tests/exams with minimum 7 days notice through the online booking portal: <https://clockwork.ucalgary.ca/ClockWork/custom/misc/home.aspx>
2. I understand that it is my responsibility to speak to my course and/or lab instructor(s) about my accommodations to ensure that my accommodations have been arranged.
3. I will contact Student Accessibility Services with any questions/concerns related to these accommodations.

I agree to the terms outlined above

Cancel Submit

7. Double check that the letter was sent successfully. If it was, you should see this message.

Note: You can select the get letter button to see a PDF version of the letter that was sent to your instructor.

Your accommodation request(s) have been submitted. Please review the list below.

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: Summer Session 2022 Refresh

Course	Status	Request	Letter
TEST 000 Section 000	Sent Your Accommodation Letter has been sent to the instructor(s) for this course. Click Get Letter to download a .pdf copy of the Accommodation Letter.		Get letter

Automated emails listing all students who activated accommodations in the last week are sent to instructors every Monday. Instructors can also view activated accommodations through their ClockWork Instructor portal at any time