

# Using the FAU Student Accessibility Services Clockwork Appointment Booking Module

Welcome to the Student Accessibility Services portal for scheduling appointments. Here, you will be able to book appointments with your consultant and check your calendar for upcoming events.

1. Click on the service you would like to use. In this case, it would be the “Schedule an appointment” tab in the top left corner of the page.



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## Book an appointment

Welcome to the Student Accessibility Services appointment booking website. You can use this website to:

- Book a appointment with your assigned SAS Consultant
- Check your upcoming scheduled appointments

Please click the [Book an appointment](#) link in the menu in order to get started. You will be asked to login using your FAU login once you are ready to book your appointment. PLEASE ONLY BOOK AN APPOINTMENT WITH YOUR ASSIGNED SAS CONSULTANT. If you do not know who your which SAS Consultant is assigned to you, please contact the SAS for assistance at (561) 297 3880. or email [sasinfo@health.fau.edu](mailto:sasinfo@health.fau.edu)

**IMPORTANT: If you book an appointment with an incorrect Consultant, the appointment is subject to cancellation.**

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2. You will begin scheduling your appointment by signing into the portal with your FAU Net ID (i.e. janedoe2017) and password and clicking the “Log In” option below.



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channeljones2015 . log out

## Please log in

To access this site you will need to log in with your user name and password. Please remember to log out when you are done.

User name:

Password:

Log In

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3. Choose the specific campus where you are taking classes by clicking on the “Appointment type filter” option. You may also search for your specific SAS consultant by clicking on the “With who filter” directly beneath it.

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Appointment type filter: Boca Campus Consultant  
With who filter: All

Mon Jan 23, 2017 refresh

There are is no availability at the current time. Please contact us if you require assistance.

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4. Click on the calendar icon, located next to the date, to choose the day you wish to schedule your appointment. Select the day you would like to schedule your appointment by clicking on the specific date of your choice (i.e. January 26, 2017).  
**PLEASE NOTE:** You will **not** be able to schedule a same-day appointment.

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Appointment type filter: Boca Campus Consultant  
With who filter: All

Tue Jan 24, 2017 refresh

There are is no availability at the current time. Please contact us if you require assistance.

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	S	M	T	W	T	F	S
53	25	26	27	28	29	30	31
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31	1	2	3	4

5. You will be shown a calendar or a list view of your consultant's available meeting times for the day you want to schedule your appointment. Once you find the time that works best for you, click on the "Schedule this time slot" link. It is located on the right of the screen, next to your consultant's name.

**PLEASE NOTE:** You can **only** schedule an appointment with your **designated SAS consultant**. Failure to do this will result in your appointment being cancelled. If you do not know the name of your consultant, please contact SAS.

The screenshot displays the 'ClockWork Online Student Access' interface for Florida Atlantic University's Student Accessibility Services. The page title is 'FAU STUDENT ACCESSIBILITY SERVICES' and it is part of the 'Division of Student Affairs'. The navigation menu includes 'Main menu', 'Schedule an appointment', 'Calendar', 'FAQ', 'Submit a comment', and 'Help'. There is a 'log out' link in the top right corner.

The 'Appointment type filter' is set to 'Boca Campus Consultant'. The 'With who filter' is set to 'All'. The date is 'Wed Jan 25, 2017'. There is a 'refresh' button and a 'Go to calendar view' link.

Title	Date	Time	With who	Action
Boca Campus Consultant	Wed Jan 25, 2017	10:00 AM to 11:00 AM	Michelle Shaw, Director	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	11:00 AM to 12:00 PM	Michelle Shaw, Director	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	1:30 PM to 2:30 PM	Michelle Shaw, Director	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	2:30 PM to 3:30 PM	Michelle Shaw, Director	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	10:00 AM to 11:00 AM	Eileen Mathis, Assistant Director	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	11:00 AM to 12:00 PM	Eileen Mathis, Assistant Director	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	12:00 PM to 1:00 PM	Eileen Mathis, Assistant Director	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	2:00 PM to 3:00 PM	Eileen Mathis, Assistant Director	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	3:00 PM to 4:00 PM	Eileen Mathis, Assistant Director	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	10:00 AM to 11:00 AM	Ashley Johnson, Accessibility Consultant	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	11:00 AM to 12:00 PM	Ashley Johnson, Accessibility Consultant	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	1:30 PM to 2:30 PM	Ashley Johnson, Accessibility Consultant	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	2:30 PM to 3:30 PM	Ashley Johnson, Accessibility Consultant	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	3:30 PM to 4:30 PM	Ashley Johnson, Accessibility Consultant	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	9:00 AM to 10:00 AM	Ingrid Jones, Assistant Director	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	12:00 PM to 1:00 PM	Ingrid Jones, Assistant Director	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	2:00 PM to 3:00 PM	Ingrid Jones, Assistant Director	<a href="#">Schedule this time slot</a>
Boca Campus Consultant	Wed Jan 25, 2017	5:00 PM to 6:00 PM	Ingrid Jones, Assistant Director	<a href="#">Schedule this time slot</a>

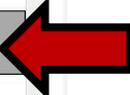
A red arrow points to the 'Schedule this time slot' link in the 'Action' column of the table.

Availability types: Boca Campus Consultant

[Go to list view](#)

today   Thursday January 26, 2017

	Michelle Shaw, Director	Eileen Mathis, Assistant Director	Tracy Juleus, Accessibility Consultant	Ashley Johnson, Accessibility Consultant	Sandra Blanchette, Interim Accessibility Consultant	Ingrid Jones, Assistant Director	Stuart Buckley, Assistant Director
8 am							
9 am	Boca Campus Consultant 9:00 AM	Boca Campus Consultant 9:00 AM					
10 am	Boca Campus Consultant 10:00 AM					Boca Campus Consultant 10:00 AM	Boca Campus Consultant 10:30 AM
11 am	Boca Campus Consultant 11:00 AM					Boca Campus Consultant 11:00 AM	
12 pm		Boca Campus Consultant 12:00 PM				Boca Campus Consultant 12:00 PM	
1 pm	Boca Campus Consultant 1:00 PM						
2 pm	Boca Campus Consultant 2:00 PM	Boca Campus Consultant 2:00 PM					
3 pm	Boca Campus Consultant 3:00 PM			Boca Campus Consultant 3:00 PM		Boca Campus Consultant 3:00 PM	Boca Campus Consultant 3:30 PM
4 pm	Boca Campus Consultant 4:00 PM			Boca Campus Consultant 4:00 PM		Boca Campus Consultant 4:00 PM	
5 pm						Boca Campus Consultant 5:00 PM	

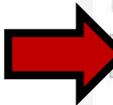


6. You will be shown the information corresponding to the date and time you have chosen for your appointment. If it is correct, you may click on the “Confirm this booking” tab to schedule your appointment. It is located on the lower left side of the page.

Please confirm your booking:

Appointment details

Boca Campus Consultant  
**Thu January 26, 2017 10:30 AM (1 hour)**  
Stuart Buckley, Assistant Director



7. You have successfully scheduled your appointment! If you would like to schedule another one, you may do so by clicking on the “Schedule another appointment” tab. It is located in the lower left corner of the page. You may also click on the “Calendar” tab to view a list of your upcoming appointments.

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**Thank you for your submission - an email has been sent to you with the details of your appointment.**

Schedule another appointment ClockWork Online Student Access

8. Once you have selected the “Calendar” tab, you will be able to see a complete list of your upcoming SAS appointments.

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**My upcoming events**

Your event listing Refresh

Details	Date / time	Status	Options
<b>Final exam</b> SYO 3100 005	<b>Fri. December 9</b> 9:00 AM to 3:00 PM	Booked	<input type="button" value="Cancel"/>
<b>Final exam</b> MAN 3025 003	<b>Mon. December 12</b> 9:00 AM to 1:00 PM	Booked	<input type="button" value="Cancel"/>
<b>AT Training</b> Roland	<b>Thu. December 15</b> 10:00 AM to 11:00 AM	Booked	<input type="button" value="Cancel"/>
<b>Counselling, Disability</b> Stuart	<b>Fri. December 23</b> 1:00 PM to 2:00 PM	Booked	<input type="button" value="Cancel"/>

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