How to view your SAS test and appointment schedule using the SAS Online Clockwork Portal

1. Click on the service you would like to use. In this case it will be “Schedule a test or exam”

2. Click on “Schedule a test, mid-term or quiz”. https://www.fau.edu/sas/portal
3. Use your FAU ID and password to log in, e.g. “johndoe2016” and “password.”
   https://www.fau.edu/sas/portal

4. If you do not have any active courses you will receive the message below. If this is incorrect, see one of the testing facilitators

5. You are now at the test booking screen
6. Step one: Choose the course for your exam

7. Step two: Schedule the test date, time, and duration. Write the time the class will have to take the exam. The Portal will calculate your example time at the last step. Check your time information to ensure it is correct, then click “Next”
8. Step three: Check if your instructor information is correct and click “Next”

9. Step four: Check the box(es) of the approved accommodations you are requesting for this specific exam. Click “Next”
10. Step five: Click the down arrow for the course information and choose the College, Department, and Campus of your course. Click “Next”

11. Step six: Check the information for the date and time of the exam/quiz you are scheduling, and confirm it is accurate. Click “Next”
12. Step seven: Final step! Review all the information for your scheduled exam/quiz and confirm it is correct. Click on the box “I acknowledge that the information I am submitting is correct to the best of my knowledge”. By checking this box, you are also confirming you have returned your AAA signed letter from the professor authorizing SAS to administer the exam. Click “Finish”
13. You will receive a confirmation email and an email will also be sent to your professor to inform him/her of your exam/quiz booking. The professor will be given a link to upload your exam to SAS and there they will specify the items permitted for the exam (e.g. calculator, formula sheet, scantron etc.).

If you have any questions regarding your exam/quiz, please contact the Coordinator of Testing Services: Luciana Lima at llima5@fau.edu or call 561-297-3880.

Florida Atlantic University
Student Accessibility Services
777 Glades Road
SU 80 Room 133
Boca Raton, FL 33431
Ph. 561.297.3880