How to Obtain Your Accommodation Letters from the SAS Online Portal
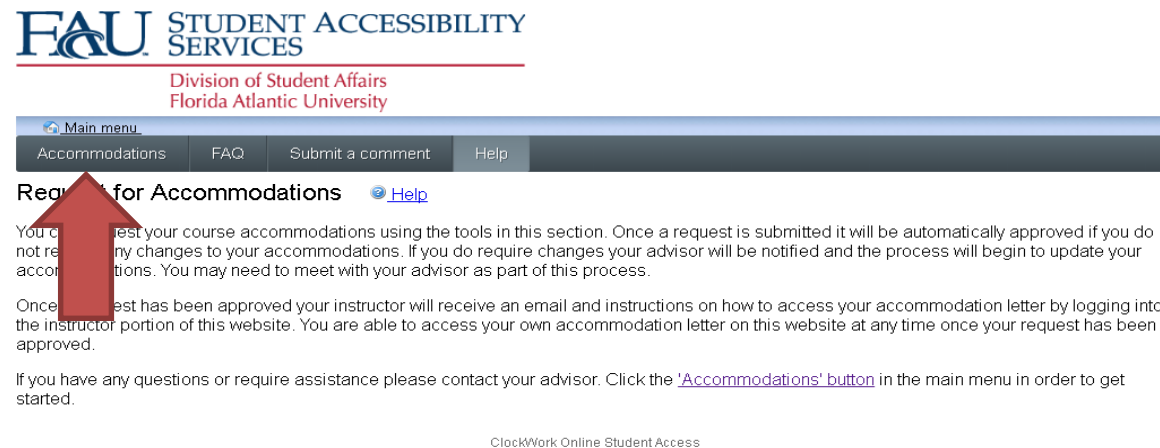
1. Click on the link below

https://clockwork.fau.edu/ClockWork/custom/misc/home.aspx

2. Click on "Request Accommodation Letters"
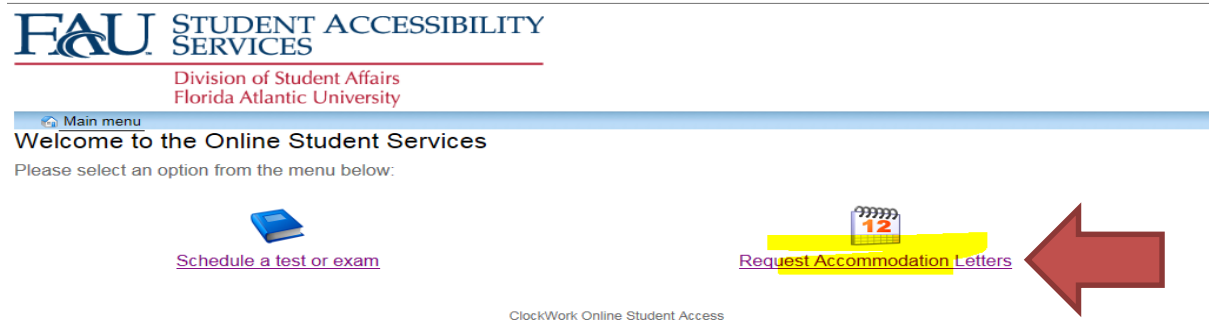
3. Click on Accommodations' button

4. Log in with your FAU login and password

FAU STUDENT ACCESSIBILITY SERVICES

Division of Student Affairs
Florida Atlantic University

Main menu
Self-registration

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]

ClockWork Online Student Access

5. Then Click on Request

Accommodations	FAQ	Submit a comment	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: [Fall 2016 ▾] [Refresh]

Course	Status	Request	Letter
ANT 2511 Section 001	**Waiting for student to request** Please click the 'Request' button to the right in order to complete the request process.	[Request]	
COM 3500 Section 001	**Waiting for student to request** Please click the 'Request' button to the right in order to complete the request process.	[Request]	
MUL 2010 Section 002	**Waiting for student to request** Please click the 'Request' button to the right in order to complete the request process.	[Request]	
ANT 2511L Section 003	**Waiting for student to request** Please click the 'Request' button to the right in order to complete the request process.	[Request]	

6. Check your accommodations needed for each course; remember you can click on the **check all** below
7. You can also **check all** on the Courses Request and do all letters at once
8. Next click on "**My accommodation(s) are correct the way they are**"
9. Next click on **"I agree to the terms outlined above"**
10. Then click on **Submit**

Request Accommodations

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.

Your accommodations:

☑ Volunteer notetaking assistance (Read attached Memorandum for recruiting a volunteer notetaker)
☑ Audio-recorded classes recorded by this student and used solely by this student for study and review
☑ Seating in front
☑ A special table and/or chair may be placed in classroom for use by this student
☑ Extended time for exams and quizzes. The amount of time allowed the class x: 2.0
☑ Test in distraction-reduced setting (quiet room without phones, conversations, interruptions)

check all   check none

Courses to request:

☑ **ANT 2511** section 001
Detwiler, Kate kdetwile@fau.edu
☐ **COM 3500** section 001
Poole, Deandre dpoole3@fau.edu
☐ **MUL 2010** section 002
Keaton, Kenneth keaton@fau.edu
☐ **ANT 2511L** section 003
Detwiler, Kate kdetwile@fau.edu

check all   check none

Please indicate if your accommodations require any changes:
○ My accommodation(s) are correct the way they are
○ I need additional accommodations
○ I need to change or remove an accommodation

Optional note:

Website Privacy & Security Policy

We are committed to ensuring the privacy and accuracy of your confidential information. We have the utmost respect for your privacy and will share your personal information with anyone without your explicit permission. All services provided on this Website are alternatively available in person.

☐ I agree to the terms outlined above

[Submit] [Cancel]

11. The portal will email a link to the professor and an email to you notifying you that an email was sent to your professor(s)

12. Next click on **Get Letter** and **download and save a copy of the letter for each course** for your records in case you need to follow up with the professor regarding your accommodations. This way you have the option to email the letter to the professor yourself.

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 3 2016 ∨   Refresh

Course	Status	Request	Letter
MAC 1140 **Section 001**	**Confirmed** Your Accommodation Letter has been Confirmed by your instructor.		Get letter
INR 2002 **Section 001**	**Sent** Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		Get letter

13. Once a request has been submitted, the portal will show that your accommodation letter has been sent to your professor and waiting confirmation.

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 3 2016 ∨   Refresh

Course	Status	Request	Letter
MAC 1140 **Section 001**	**Confirmed** Your Accommodation Letter has been Confirmed by your instructor.		Get letter
INR 2002 **Section 001**	**Sent** Your accomm... ...been sent to your instructor and is awaiting Confirmation.		Get letter

14. Once the professor reads and confirms and acknowledges the letter it will update on your account in the portal (see below for an example)

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 3 2016 ∨   Refresh

Course	Status	Request	Letter
MAC 1140 **Section 001**	**Confirmed** Your Accommodation onfirmed by your instructor.		Get letter
INR 2002 **Section 001**	**Sent** Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		Get letter