

1. HOW TO REQUEST YOUR ACCOMMODATION LETTER?

In today's video, I'm going to show you how you can request your accommodation letters from the SAS Portal. To access the SAS Portal, you have to go to FAU.edu/sas, and it will take you to this website here. You will look for the red banner on the top, and then you will look for the word Portal and it doing to be the second to last one. You are going to click on the word Portal, and it will take you here. Here is some basic information about what you can do on the Portal, plus more tutorials. And to logging, you would click on SAS Clockwork Online Portal. After you click on the link, it will take you to this page. Here, you will have six options. For today we are going to use the Request Accommodation Letters, that is going to the third one on the right, and you are going to click it. In here you will choose the first option, with the word accommodation. And it will prompt you to log in, then you will type your FAU ID and your password and you are going to click login. After you logging, you will be able to find your current classes in the first column, it will be this one here. If you go all the way to the right side, you will see the Request column. You will be able to request your accommodation letters by clicking on the Request buttons. And it will take you to this side of the website. Here, you will check your accommodations that you need for each class; remember you can click on the check all option, right here. You can also check all for all your classes requests and do all letters at once, you can click here. After you read all your accommodations and you are sure that all are correct, you will click "My accommodation(s) are correct the way they are", it will be the first option. Then, you will go all the way down on the webpage, and you will click "I agree to the terms outlined above". Then you will click on Submit. After you click submit, the portal will automatically send an email to your professor with a link for them to review your accommodation letters. And you will see beside your class the word sent. If you want to have a copy for yourself, you can click in "Get Letter" and you can download and save a copy on your computer of your own records in case you need to follow up with the professor regarding your accommodations. Once the professor reads and acknowledges the letter it will update on your account in the portal saying Confirmed, like this one. To save a copy of your accommodation letter, you are going to click in "Get letter", and the Portal automatically will download a PDF version of your letter for you to have it on your files. And now you can just save it for your own records or email it to your professor yourself.

2. HOW TO BOOK AN EXAM AT SAS?

In today's video, I'm going to show you how you can book your exams at SAS. First, you are going to login in the SAS Clockwork Online Portal. And it will prompt you to log in, then you will type your FAU ID and your password and you are going to click Log In. Once you click on it, it will take you to the online student services. Then select the first option "Schedule a test or exam". Remember that due to COVID -19 Student Accessibility Services has no in-person testing however, we are requesting that you book the exams in the SAS online portal so that we can remind professors to provide your accommodations like extended time, for the online exams. Now you are going to click in Schedule a Test, Midterm, or quiz. After reviewing the statement at the beginning, then click Next. Choose your class for which you are booking a virtual exam, then click Next. Add the date of the exam or quiz, and then the time, and length of exam without accommodations, it will be like for how long the class will take the exam for, then click Next.

So, I'm going to go here, and my exam will be on August the 10th and it will be at 10:30 am, and the class is an hour and 25 minutes and I'm going to click next.

Then, you will confirm the class professor's name and email, and then you will click Next.

Click on Check all for your approved accommodations, then click on Next.

Please choose the College for which your class is from, it will be the Department, and then the virtual/online exam. And then you will click Next.

It will be an engineering class it will be Engineering in computer Sciences College.

And the department will be Computer Sciences and Engineering.

And my test will be a virtual online exam. I'm going to click next.

Then you will review your virtual online exam information. So, my exam will be on Monday, August 10 at 10:30 am to 12:40 pm, so that it is right, so I'm going to click Next.

So, to finish scheduling my exam, I will review the test book information for the virtual exam, and then I will click the checkbox to acknowledge that my accommodation letter has been acknowledged by the professor.

So, August 10, 10:30 am College and Department. Then I going to go all the way down on the webpage and I'm going to click I acknowledge. And then I'm going to click Finish.

After this, the system will email your professor and update it in the SAS system.

SAS will reach out to your professors to remind them to add your accommodations for your exam.

If you need to book an online exam that is pass 6 pm or on a weekend, please contact SAS Office for assistance and you would use the phone number 561-297-3880.

3. HOW TO SCHEDULE AN APPOINTMENT?

In today's video, I'm going to show you how you can schedule an appointment with your SAS consultant.

First, you will go to the SAS Portal, and then you will click on the SAS Clockwork Online Portal.

And it will prompt you to log in, then you will type your FAU ID and your password and you are going to click Log In.

After you log in it will take you to the main SAS online portal.

Here you will click on "Schedule an appointment with your SAS Consultant" and is going to be this option right here and you are going to click it.

Now you will click on Schedule an Appointment tab and is going to be in the left corner of the page.

In here you will choose the specific campus where you are taking classes by clicking on the "Appointment Type" filter.

And is going to be here, so I'm choosing the Boca campus.

You may also search for your specific SAS consultant by clicking on the "With who" filter and is going to be here.

So, my consultant is Michelle Shaw.

Now you are going to 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.

My appointment will be for August 11th.

PLEASE NOTE: You will not be able to schedule a same-day appointment.

Now you are going to scroll down.

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 link".

So, I want to do my appointment at 9:00 am, that she has available, so the time schedule will be this blue box here so I'm going to click it.

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

Now 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", so my appointment will be for August 11th, 9:00 am to 10:00 am with my consultant. So, this is correct and I'm doing to click on confirm this booking.

Now you have successfully scheduled your appointment! If you would like to schedule another one, you may do so by choosing another day, for example, if I want to do it another one for the 12th, I can see my consultant's availability

You may also click on the "Calendar" tab to view a list of your upcoming appointments; it will be the second tab on the top.

I can see I have my exam; I have my appointment with my consultant.

Here you can select if you want to cancel your appointment, also you can have a copy for yourself by exporting to a PDF.

And it will download it for you to open it up and you can save it for yourself.

4. HOW TO REQUEST A NOTETAKER?

In today's video, I'm going to show you how you can request a notetaker for your classes.

Remember, before using the Online Notes Portal, you are required to read and agree to the terms and conditions in the Notetaking Assistance Agreement.

So, to get there first, you will log in the SAS Clockwork Online Portal.

And it will prompt you to log in, then you will type your FAU ID and your password and you are going to click Log In.

After you log in, it will take you to the main Portal website.

And you are going to click on "Courses Notes"

In here you will see the Agreement and you can read it.

And when you are ready, you are going to go to the first option on the left "Courses / Notes".

Here you will see your current classes for the semester

Then you will go to the second column that says "I require a notetaker"

And you will go to this button where it says, "change this" and it will automatically change to Yes, just make sure that it those that automatically.

To see the note, you will go to the "View uploaded notes" tab, that it will allow you to see when your notes were uploaded by the volunteer notetaker. It will be in the right side, and you can click on "View notes", it will be here.

And you can download your notes through here. At this moment I don't have any notes from my volunteer notetaker.

Just keep in mind that you will be notified by email when your volunteer notetaker uploads new notes for you.

And you can do this for all other classes that you need a volunteer notetaker.

5. HOW TO REQUEST ALT-FORMAT TEXT?

In today's video, I'm going to show you how you can request your alternate format text

Please keep in mind that the SAS Online Alt-Text Portal allows students with alternative text accommodations to conveniently place requests for accessible versions of their textbooks online. **Students must have purchased their own textbooks** and must be able to provide a receipt for the book that they bought, which should be uploaded online through the portal.

All receipts will be verified by SAS staff before alternative format versions of books are made available for download via the portal.

First, you will go to the SAS Portal, to get there you will go to the SAS Clockwork Online Portal by click on it.

And it will prompt you to log in, then you will type your FAU ID and your password and you are going to click Log In.

Once you click on it, you will be on the main portal website.

And you will go to this option here that is the last one, is called "Alternate Format Textbooks". You are going to click on it.

Then, once you click on, you will go to "Mew Requests".

Then you will look for the session you are going to use the book for. I'm going to do my session of enrolment for the semester, and it will be Summer 3, and for my class.

Most of the classes would have a textbook assigned to them, but for this class that I'm taking at the moment does not have it.

So, I will have to use the second option and it will be searched by the book.

Here you can do either the title or the ISBN number. So, I know the ISBN number and I'm going to type it in.

Then I'm going to search.

Now you will choose your book by clicking on the plus icon on the right side of the page. It will be this one here.

You will see the book added to your "Pending Requests" on the right side of the page.

To complete your order, click on the shopping cart icon on the bottom right of the "Pending Requests" area. Up here.

It is important that you upload an image or a PFD file of your book receipt.

And you can do this by clicking on the "Upload Receipt" button on the right side of the book information area. Right here.

Be sure to upload a clear and readable image.

I'm going to go to Upload Receipt. Click this one here and click open.

Now you can review your final order and confirm this by clicking on the shopping cart icon in the bottom right corner once again. This one here.

You will receive a confirmation of your order to your FAU email address.

Here you will see your order and how long it will take for you to get it.

You can check your order by clicking on "My Requests" tab and from here you will select the semester in which one you will be using the book for you. And you are going to do it in the drop-down menu.

Once the request is fulfilled, will be able to download the book.

For this you will go to "My files", and then you will select the appropriate semester in the drop-down menu.

Then you will be able to see the book that you order.

If the book that you requested is approved by a staff member in the alternative text module it can be downloaded by clicking on the arrow icon in the bottom right corner of the book information area.

And now you can use the book for your classes.