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.

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.
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.

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.
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.
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.
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.

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

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