Clockwork Guide for Students
A how-to guide on requesting accommodation letters.

**Step 1:** Log into Clockwork which will lead you to the homepage.

**Step Two:** Click on Accommodation Request
**Step 3:** Click on the Accommodations tab or the hyperlink located in the text.

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**Step 4:** Click on the “Request” button of the class you wish to submit your accommodation letters to.
**Step 5:** A view of your accommodations along with the courses you wish to send those accommodations too will show up next.
**Step 6:** Here you can choose which accommodations you would like your professors to view for your specific course.
**Step 7:** Next you click “My accommodation(s) are correct the way they are” along with “I agree to the terms outlined above”. If you do not check off these boxes letters will not be submitted to your professor(s).

**Step 8:** A notification will show inform you that your letters have been emailed to your professors.
**Step 9:** Once you have submitted your letters you can always log back into Clockwork to see if your professor has confirmed that they have viewed the letter.

*Please Note:* It is still important that you speak with your professors about your accommodations. If you have any questions regarding this conversation please feel free to contact the ODS to schedule an appointment with one of our staff members.*