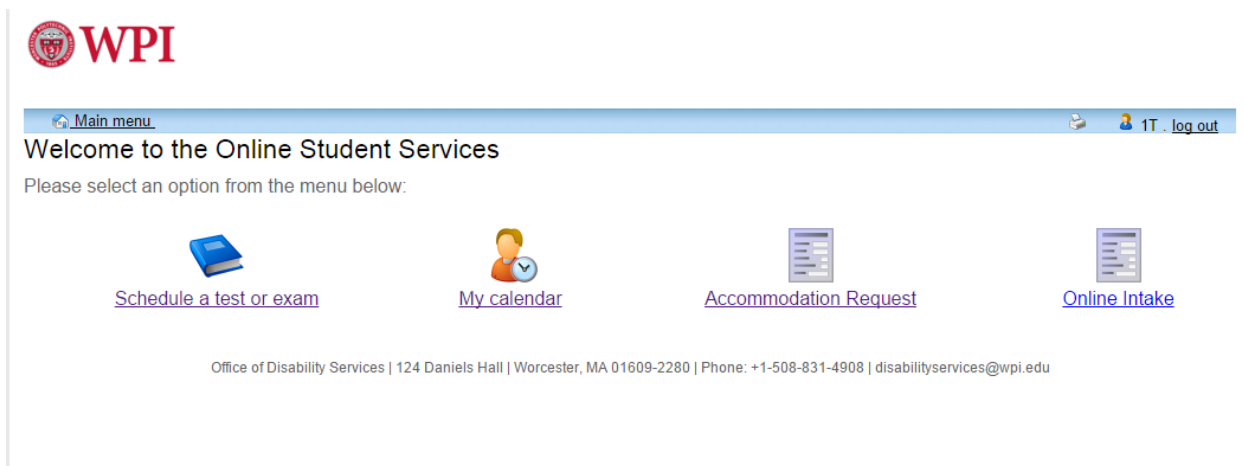


Clockwork Guide for Students

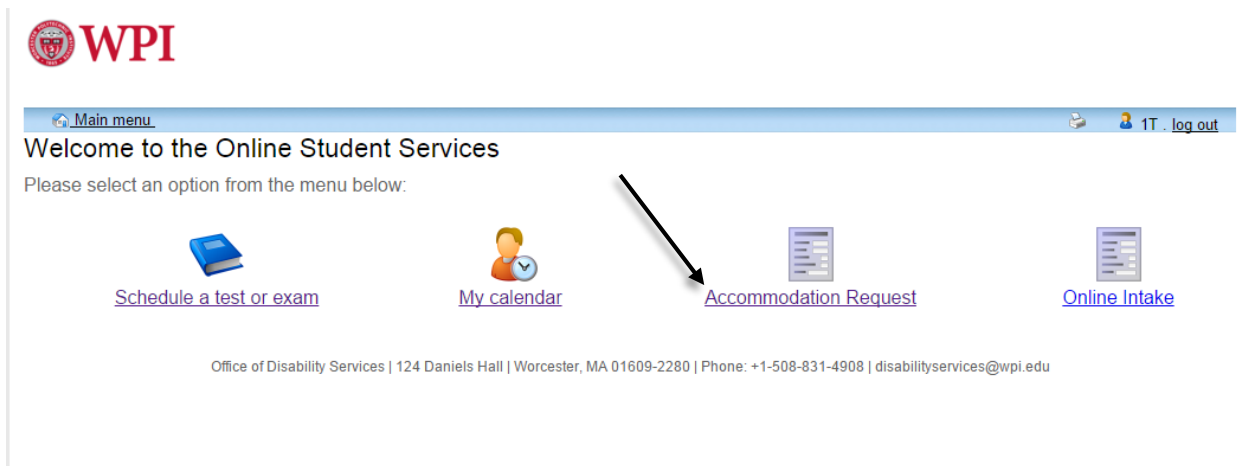
A how-to guide on requesting accommodation letters.

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



The screenshot shows the WPI Online Student Services homepage. At the top left is the WPI logo. Below it is a navigation bar with a "Main menu" link and a user profile icon labeled "1T" with a "log out" link. The main heading reads "Welcome to the Online Student Services" followed by the instruction "Please select an option from the menu below:". There are four menu items, each with an icon and a text label: "Schedule a test or exam" (book icon), "My calendar" (person with calendar icon), "Accommodation Request" (document icon), and "Online Intake" (document icon). At the bottom, contact information for the Office of Disability Services is provided: "Office of Disability Services | 124 Daniels Hall | Worcester, MA 01609-2280 | Phone: +1-508-831-4908 | disabilityservices@wpi.edu".

Step Two: Click on Accommodation Request



This screenshot is identical to the one above, but with a black arrow pointing to the "Accommodation Request" link. The arrow originates from the top right of the page and points directly to the text "Accommodation Request" under the document icon.

Step 3: Click on the Accommodations tab or the hyperlink located in the text.



Main menu 1T . log out

Accommodations | FAQ | Submit a comment | Help

Request for Accommodations [Help](#)

You can request your course accommodations using the tools in this section. Once a request is submitted it will be automatically approved if you do not require any changes to your accommodations. If you do require changes a staff member in the Office of Disability Services will be notified and the process will begin to update your accommodations. You may need to meet with a staff member as part of this process.

Once a request has been approved your instructor will receive an email and instructions on how to access your accommodation letter by logging into the instructor portion of this website. You are able to access your own accommodation letter on this website at any time once your request has been approved.

If you have any questions or require assistance please contact the Office of Disability Services. Click the ['Accommodations' button](#) in the main menu in order to get started.

Office of Disability Services | 124 Daniels Hall | Worcester, MA 01609-2280 | Phone: +1-508-831-4908 | disabilityservices@wpi.edu

Step 4: Click on the "Request" button of the class you wish to submit your accommodation letters to.



Main menu 1T log out

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 Session B-Term 2015 Refresh

Course	Status	Request	Letter
ODS Test 1101 Section A04	Sent Your accommodation letter has been sent to your instructor and is awaiting confirmation.		<input type="button" value="Get letter"/>
ODS Test 2 1123 Section B-01	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	<input type="button" value="Request"/>	

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Step 5: A view of your accommodations along with the courses you wish to send those accommodations too will show up next.



[Main menu](#)

1T . log out

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:

- Use of a Word Processor for Exams
- Extra Time: 1.5 X

[check all](#) [check none](#)

Courses to request:

- ODS Test 2 1123 section B-01
Jessica Szivos jlszivos@wpi.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 not share your personal information with anyone without your explicit permission. All services provided on this Website are alternatively available in person. Information we collect about you ----- We will only collect and process your personal data for the purposes of providing the services delivered by this Website. In addition some information is automatically collected and stored in the server logs, such as your Ip address. Providing personal data is voluntary.

I agree to the terms outlined above

Submit

Cancel

Step 6: Here you can choose which accommodations you would like your professors to view for your specific course.



[Main menu](#)

1T [log out](#)

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:

Use of a Word Processor for Exams

Extra Time: 1.5 X

[check all](#) [check none](#)

Courses to request:

ODS Test 2 1123 section B-01

Jessica Szivos jlszivos@wpi.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 not share your personal information with anyone without your explicit permission. All services provided on this Website are alternatively available in person. Information we collect about you ===== We will only collect and process your personal data for the purposes of providing the services delivered by this Website. In addition some information is automatically collected and stored in the server logs, such as your Ip address. Providing personal data is voluntary.

I agree to the terms outlined above

Submit

Cancel

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).



Main menu 1T . log out

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:

Use of a Word Processor for Exams

Extra Time: 1.5 X

[check all](#) [check none](#)

Courses to request:

ODS Test 2 1123 section B-01
Jessica Szivos jlszivos@wpi.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 not share your personal information with anyone without your explicit permission. All services provided on this Website are alternatively available in person. Information we collect about you ===== We will only collect and process your personal data for the purposes of providing the services delivered by this Website. In addition some information is automatically collected and stored in the server logs, such as your Ip address. Providing personal data is voluntary.

→ I agree to the terms outlined above

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Step 8: A notification will show inform you that your letters have been emailed to your professors.

WPI

Main menu 1T . log out

Accommodations | [FAQ](#) | [Submit a comment](#) | [Help](#)

Request Accommodations

Your accommodation request(s) have been submitted. Please review the list below.

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 Session B-Term 2015

Course	Status	Request	Letter
ODS Test 1101 Section A04	Sent Your accommodation letter has been sent to your instructor and is awaiting confirmation.		<input type="button" value="Get letter"/>
ODS Test 2 1123 Section B-01	Sent Your accommodation letter has been sent to your instructor and is awaiting confirmation.		<input type="button" value="Get letter"/>

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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.



Main menu 1T . log out

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 Session B-Term 2015 Refresh

Course	Status	Request	Letter
ODS Test 1101 Section A04	Sent Your accommodation letter has been sent to your instructor and is awaiting confirmation.		<input type="button" value="Get letter"/>
ODS Test 2 1123 Section B-01	Confirmed Your Accommodation Letter has been confirmed by your instructor.		<input type="button" value="Get letter"/>

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***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.*