

Accessibility Services at Memorial University

Step-by-Step Guide: How to Schedule an Appointment with Your Accessibility Advisor Using ClockWork

Step 1: Launch the ClockWork Web Portal

Go to your campus's Accessibility Services website. Look for and click the "Launch ClockWork" button on the main page.

Step 2: Understand Why You're Booking

You might want to meet with your Accessibility Advisor to:

- Review or renew accommodations
- Discuss learning strategies
- Talk about grants and bursaries related to Student Aid

Step 3: Access the Appointment Booking Page

From the ClockWork dashboard, click "Schedule an Appointment." Review the types of appointments listed to determine which one suits your needs.

Step 4: Begin Scheduling

Click the "Schedule an Appointment" tab at the top of the page. Select:

- Appointment Type
- Accessibility Advisor's Name

Step 5: Choose a Time Slot

View your Advisor's availability. If no slots are available, scroll ahead to find open times. Select a time that works for you.

Step 6: Select Meeting Method

Choose your preferred meeting format:

- In-person
- Virtual (e.g., WebEx)
- Phone (include your contact number if selecting this option)

Step 7: Provide Appointment Details

Enter the reason for your appointment to help staff prepare.

Step 8: Confirm Your Booking

Click "Confirm this booking." Wait for the confirmation message. You'll receive a confirmation email shortly after.

Step 9: View Your ClockWork Calendar

From the booking page, click "Calendar" at the top. Alternatively, go to the main ClockWork page and select "My Calendar." This calendar shows all your booked tests and meetings.

Need Help?

If you encounter any issues, contact your Accessibility Advisor directly.