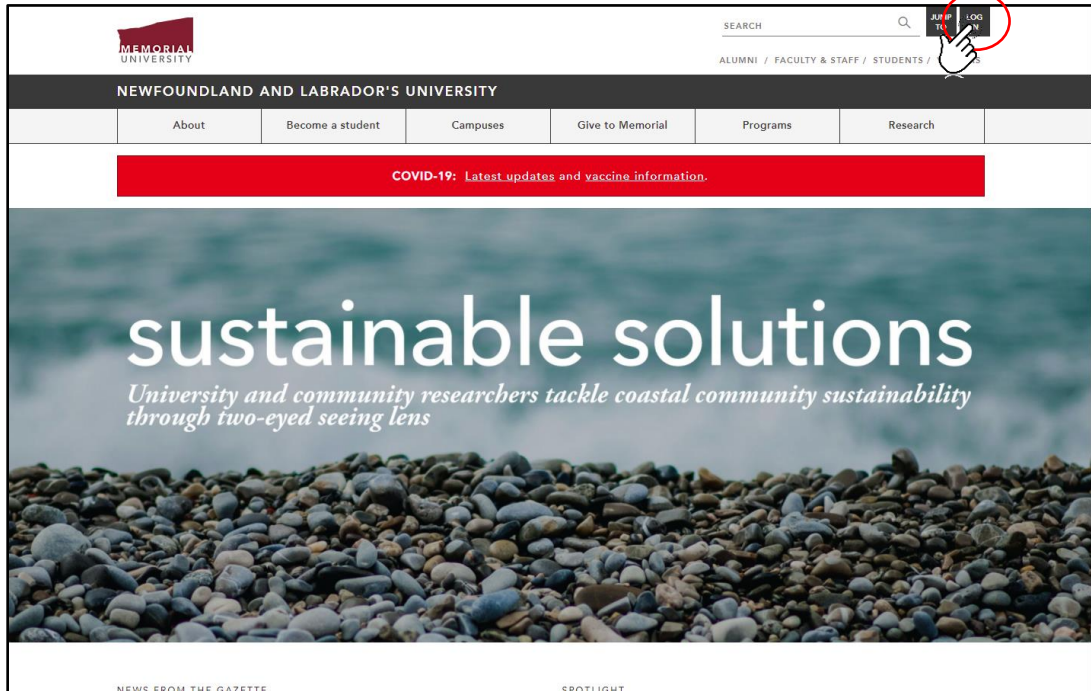


## Accommodations - Self-Registration Guide

Below is a step-by-step guide to communicating your accommodations to your instructor(s).

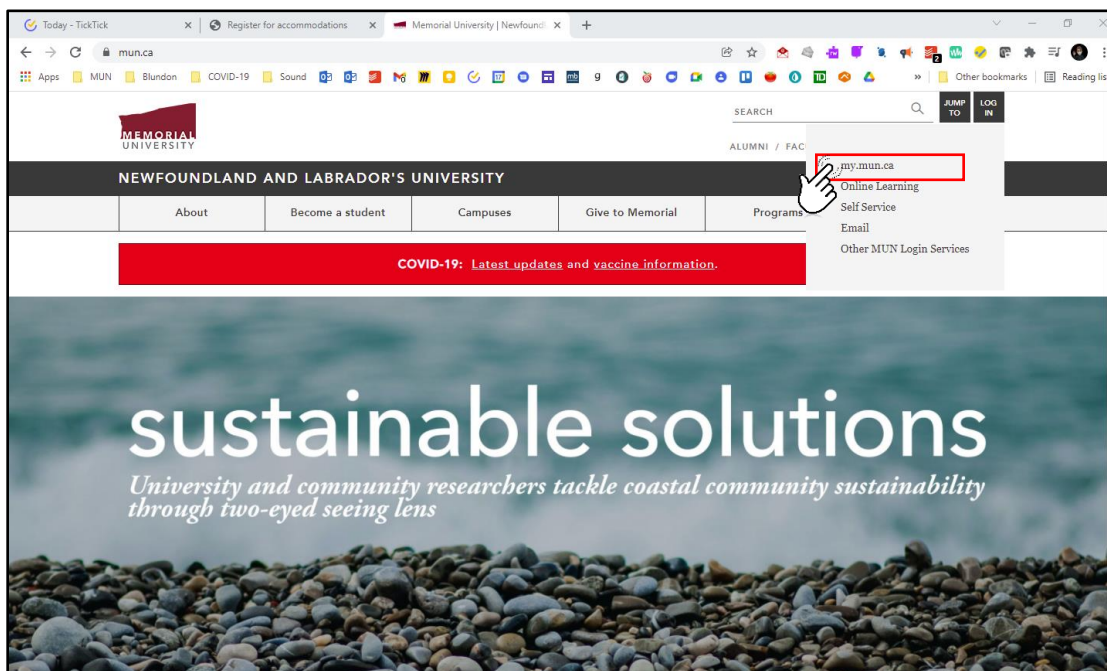
### Step 1:

From Memorial's main webpage ([www.mun.ca](http://www.mun.ca)), click on 'Log in' in the upper right-hand corner of the page:



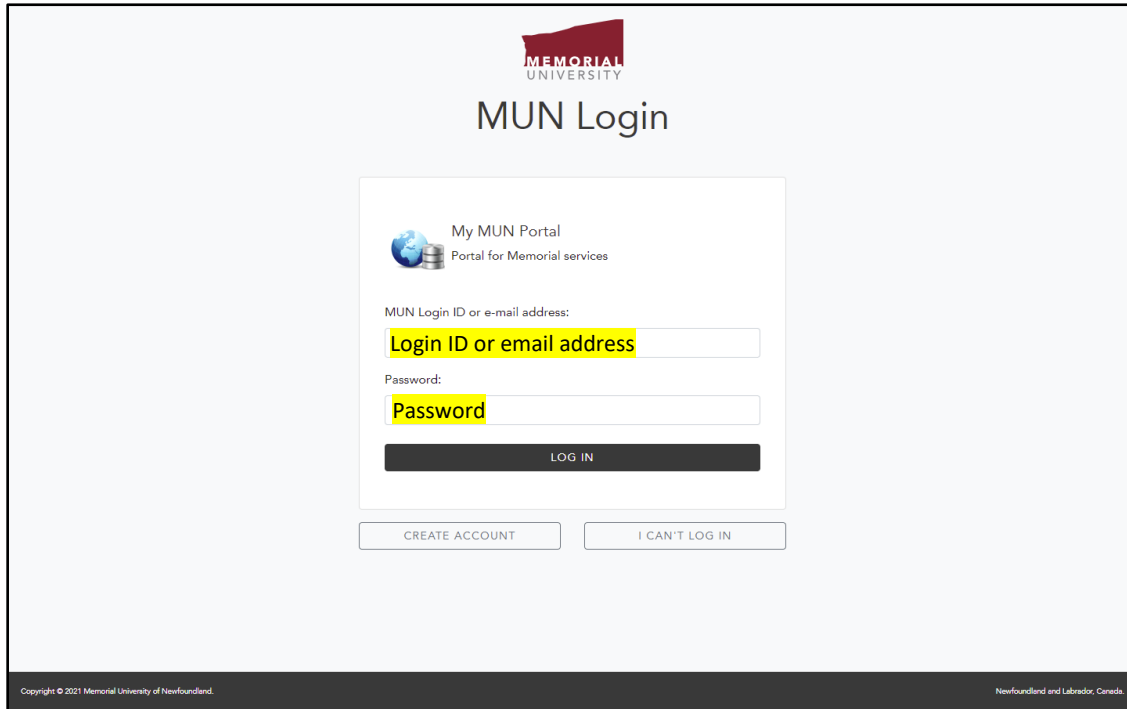
### Step 2:

Select 'my.mun.ca' from the options:



### Step 3:

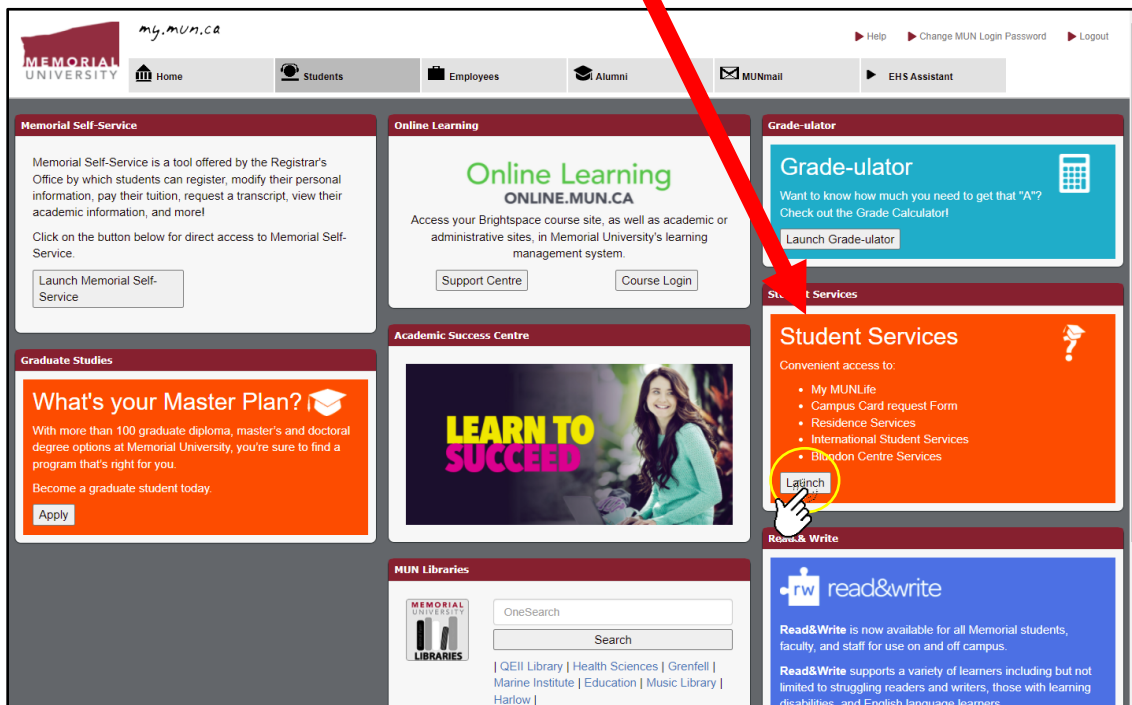
Log into MUN using your Memorial log-in credentials:



The image shows the MUN Login page. At the top is the Memorial University logo. Below it is the text "MUN Login". In the center is a box titled "My MUN Portal" with the subtitle "Portal for Memorial services". Inside this box, there is a field for "MUN Login ID or e-mail address:" with the placeholder text "Login ID or email address", and a field for "Password:" with the placeholder text "Password". Below these fields is a "LOG IN" button. At the bottom of the box are two links: "CREATE ACCOUNT" and "I CAN'T LOG IN".

### Step 4:

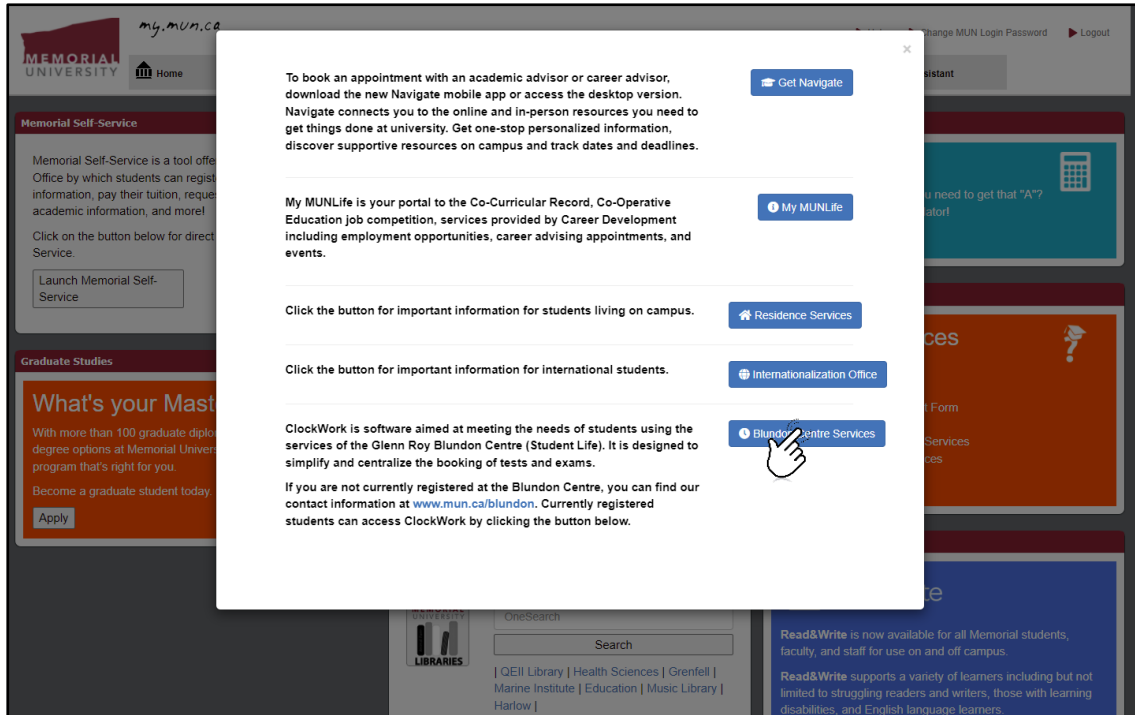
On the “Students” tab in my.mun.ca, find the ‘Student Services’ and press ‘Launch’:



The image shows the my.mun.ca homepage. At the top is the Memorial University logo and the text "my.mun.ca". Below this is a navigation bar with tabs: Home, Students, Employees, Alumni, MUNmail, and EHS Assistant. The main content area is divided into several sections. On the left, there is a "Memorial Self-Service" section with a "Launch Memorial Self-Service" button. In the center, there is an "Online Learning" section with a "Support Centre" button and a "Course Login" button. On the right, there is a "Grade-ulator" section with a "Launch Grade-ulator" button. Below the "Online Learning" section is an "Academic Success Centre" section with a "LEARN TO SUCCEED" banner. At the bottom, there is an "MUN Libraries" section with a search bar and a list of libraries. On the right side of the page, there is a "Student Services" section with a "Launch" button. A red arrow points from the "Students" tab in the navigation bar to the "Student Services" section, and another red arrow points from the "Launch" button in the "Student Services" section to the "Launch" button in the "Student Services" section.

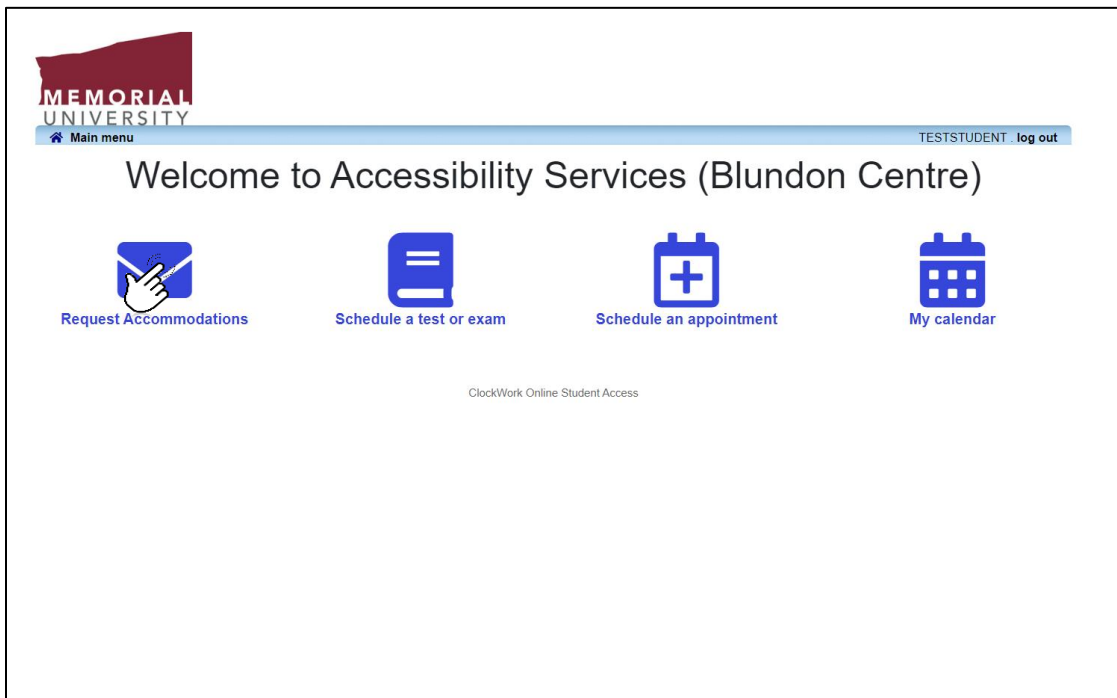
## Step 5:

At the bottom of this pop-up window, select “Blundon Centre Services” to launch the Clockwork Web Portal (website):



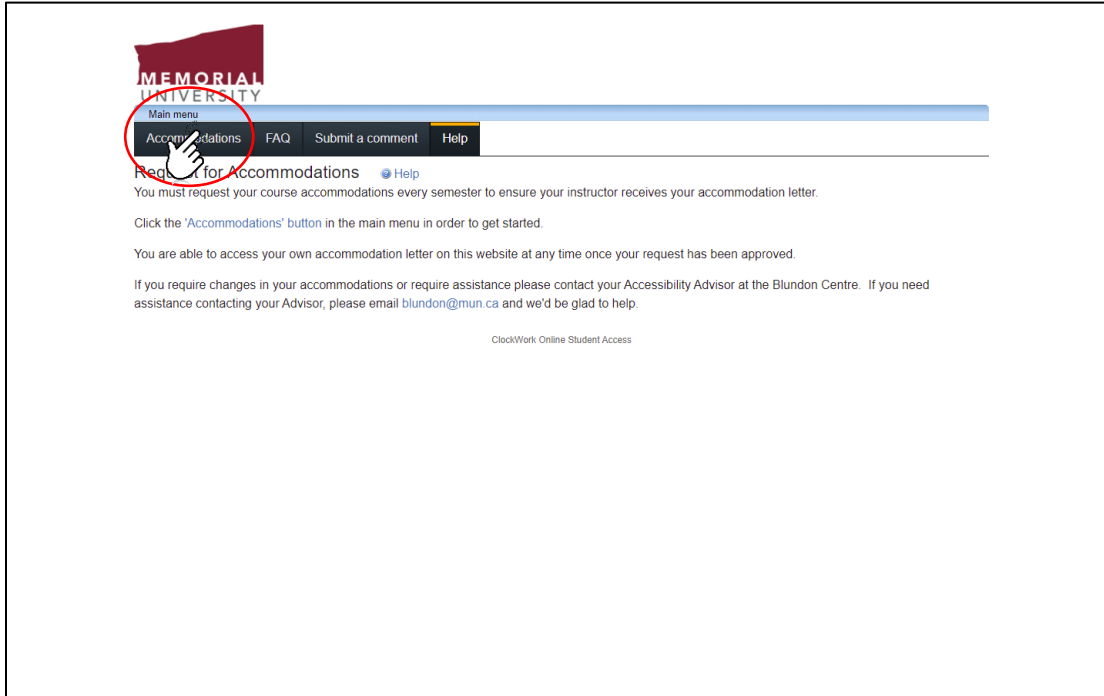
## Step 6:

You are now on your personalized Clockwork dashboard. From this webpage, choose “Request Accommodations” to launch the Accommodations portal:



## Step 7:

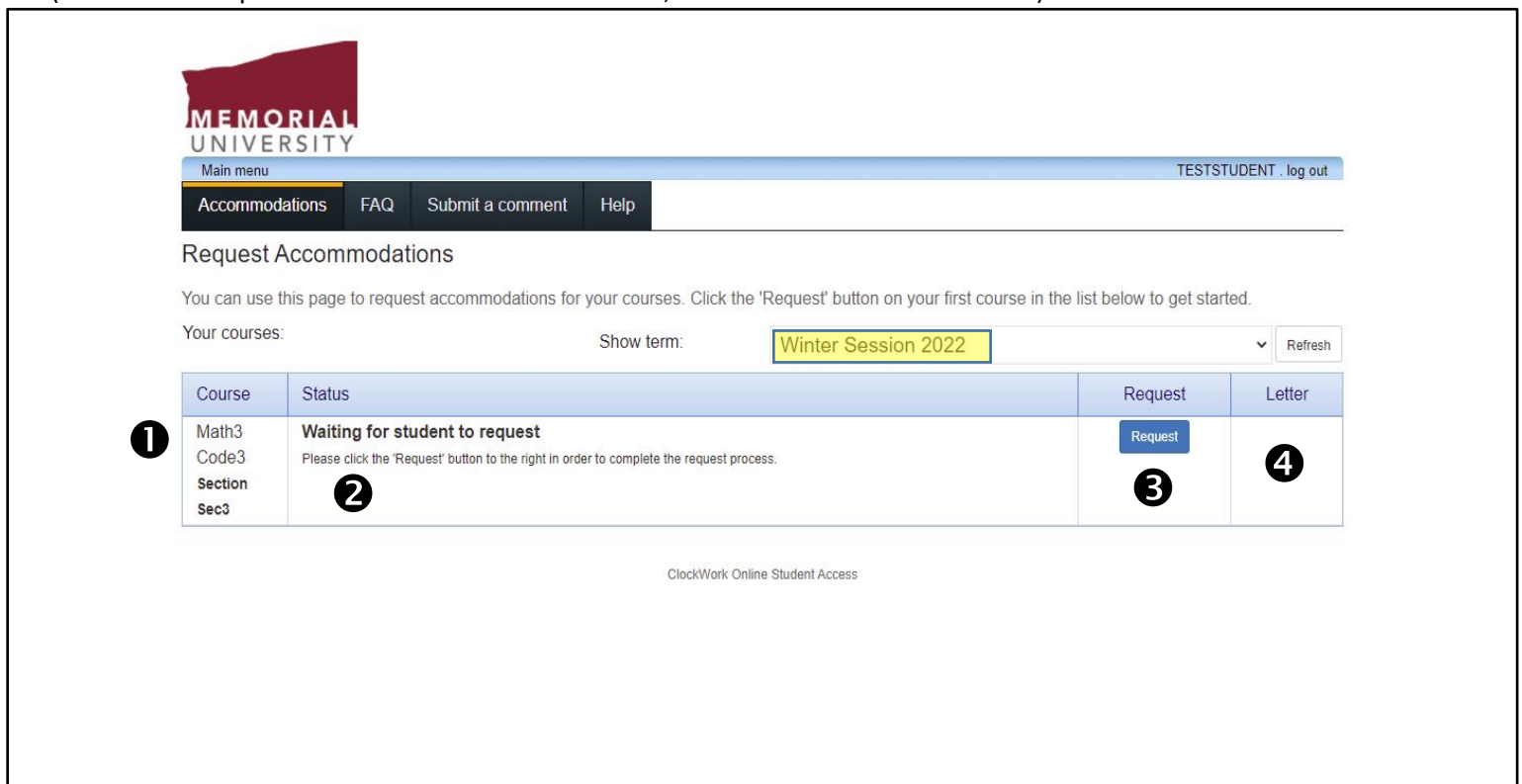
From the Accommodations main page, select “Accommodations” tab:



## Step 8:

On this “Request Accommodations” page, you will see:

- 1 A list of all your registered courses for the **current semester**
- 2 The status of your accommodation request
- 3 The request button
- 4 After you submit the request, an option will appear for you to download a copy of your Letter of Accommodation (some students print these off for their own records, or share them with instructors)



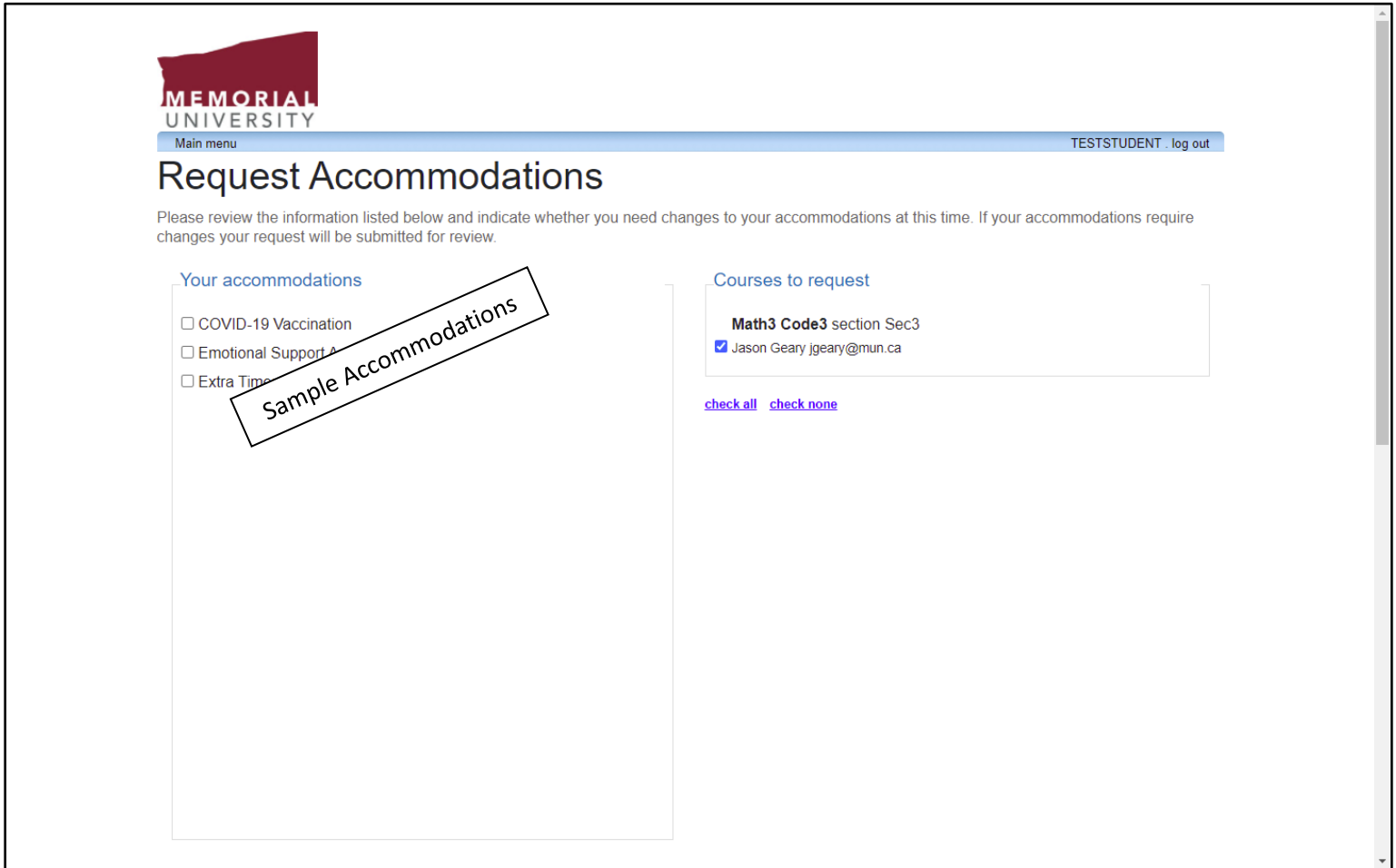
## Step 9:

At the top of this website, you will choose:

- A. The accommodations you wish to avail of, and
- B. The courses in which you need certain accommodations.

All of your approved accommodations will populate on the left side of the page, as shown below.

The courses for which you are registered will appear on the right:



The screenshot shows the Memorial University website's 'Request Accommodations' page. At the top left is the Memorial University logo. A navigation bar contains a 'Main menu' link and a user profile 'TESTSTUDENT' with a 'log out' link. The main heading is 'Request Accommodations', followed by a paragraph: '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.'

The page is divided into two main sections:

- Your accommodations:** A list of checkboxes for accommodations: 'COVID-19 Vaccination', 'Emotional Support A...', and 'Extra Time...'. A diagonal box with the text 'Sample Accommodations' is overlaid on this section.
- Courses to request:** A box containing the text 'Math3 Code3 section Sec3' and a checked checkbox for 'Jason Geary jgeary@mun.ca'.

At the bottom of the 'Courses to request' section are two links: 'check all' and 'check none'.

## Step 10:

After selecting the accommodations you would like to use in each particular course, you will have to select “My accommodation(s) are correct the way they are”, before finalizing your request. If your accommodations need to be adjusted, or you feel an accommodation is missing, please contact your Accessibility Advisor.

- ☐ Private kitchen access
- ☐ Private Room
- ☐ Private Washroom
- ☐ Reduced course load
- ☐ Semi-private Room
- ☐ Service Animal
- ☐ Severe airborne allergy
- ☐ Support for Parking Pass
- ☐ Support for Provincial Accessible Parking Pass
- ☐ Support for temporary parking
- ☐ Use of a computer to type tests/exams

Please indicate if your accommodations require any changes

☒ My accommodation(s) are correct the way they are

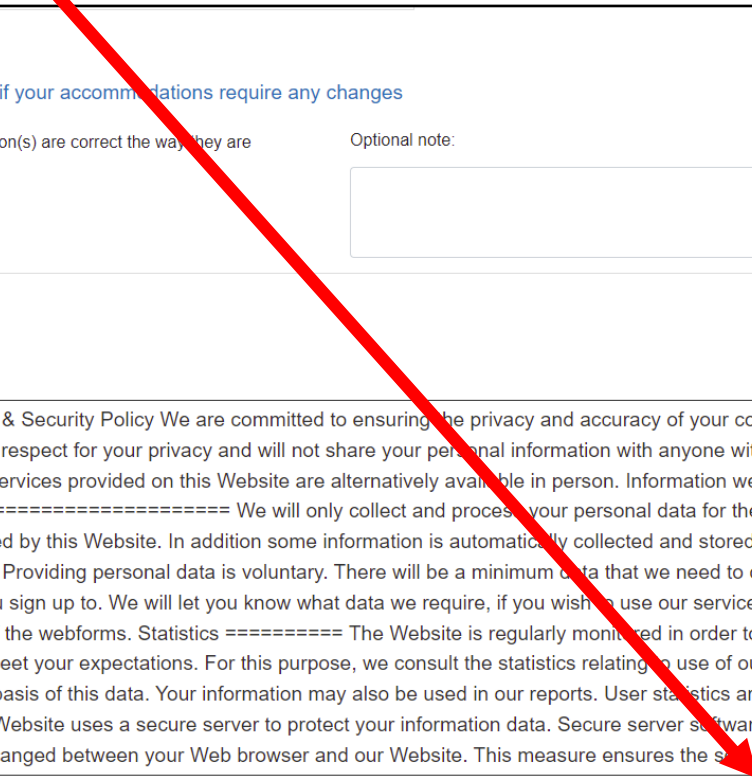
Optional note:

### Terms

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. There will be a minimum data that we need to collect from you for the services that you sign up to. We will let you know what data we require, if you wish to use our services, by indicating in the

## Step 11:

The final step in this process requires you to read and agree to the terms outlined regarding privacy and security and hit the “Submit” button. Hitting “Submit” finalizes the process and emails a notification to your instructor(s) about your accommodations.



Please indicate if your accommodations require any changes

☐ My accommodation(s) are correct the way they are

Optional note:

### Terms

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. There will be a minimum data that we need to collect from you for the services that you sign up to. We will let you know what data we require, if you wish to use our services, by indicating in the relevant fields of the webforms. Statistics ===== The Website is regularly monitored in order to supply you with the best service and to meet your expectations. For this purpose, we consult the statistics relating to use of our Website and develop the Website on the basis of this data. Your information may also be used in our reports. User statistics are anonymous. Security ===== The Website uses a secure server to protect your information data. Secure server software is used to encrypt the information exchanged between your Web browser and our Website. This measure ensures the security of all your transactions

☐ I agree to the terms outlined above

Cancel Submit

ClockWork Online Student Access

>> End of Guide <<