

Step-by-Step Guide to:

Booking An Appointment with your Accessibility Advisor

Step 1: Log into Clockwork – from the Accessibility Services (Blundon Centre) main webpage (<https://www.mun.ca/student/accessibility-services/>) scroll down until you see the “Launch Clockwork (Students) button on the left-hand side of the page

Step 2: Sign into the portal using your Memorial sign-in credentials

Step 3: Once on the main Clockwork web portal page choose the icon “Schedule an Appointment”

Step 4: At the top of the page, choose “Schedule an appointment”

Step 5: Choose the type of meeting you’re are requesting (e.g., Disability Advising, Learning Strategies, Renew Accommodations, etc.)

Step 6: Select with whom the meeting is with (note: your Accessibility Advisor’s name will populate in the pulldown menu). Choose that person’s name.

Step 7: Choose the meeting date and time that best suits your schedule and availability

Step 8: Indicate your preference for an in-person, WebEx meeting or phone meeting. If choosing a phone appointment, please indicate the best phone number at which to reach you at this meeting time.

Step 9: Specify the reason for the appointment. Simply enter any information you wish for the Advisor to have in advance of the meeting.

Step 10: Select “Confirm this Booking”

Step 11: Do not navigate away from the portal until you see the message “Your Appointment was successfully booked”. This confirms the appointment is, in fact, booked with your Advisor.