

Step-by-Step Guide to:

***Requesting your Letters of Accommodation be sent to your instructor***

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 “Request Accommodations”

Step 4: At the top of the page, choose “Accommodations”

Step 5: From any of your courses listed in the table, select “Request Letter”

Step 6: Choose the accommodations you wish to access for each course

Step 7: Choose the course(s) for which you are requesting accommodations

Step 8: Select “My accommodations are correct the way they are”

Step 9: Select “I agree to the terms outlined above”

Step 10: Select “Submit”