Academic Success Centre
Supporting your academic skills development.

Activating Accommodations Online

You must activate your accommodations online through ClockWork at the start of every semester. This allows your accommodations to be communicated to your instructors through a Letter of Accommodation. As well, you need to activate each term in order to be able to book any exams with your approved exam accommodations.

1. **ACCOMMODATIONS**

   a. **Open 'Accommodations' in ClockWork:**
      i. Select the appropriate academic term.
      ii. Follow the on-screen instructions

2. **COURSES TO REQUEST**

   a. **If accommodation needs differ from course to course:**
      i. Enter accommodation requests separately for each course.
   b. **If accommodation needs are the same for all courses:**
      i. Use the 'Check-All' function.

3. YOUR ACCOMMODATIONS

a. **If you require all accommodations (for one course or for all courses):**
   i. Use the 'Check-All' function under the "Your Accommodations" list.
   ii. Select 'My accommodation(s) are correct the way they are.'

b. **If you require only some of your approved accommodations:**
   i. Uncheck accommodations that you do not require.
   ii. Select 'I need to change or remove accommodation(s).'

c. **If you need to update and/or revise your accommodations:**
   i. Select "I need additional accommodations".
   ii. Enter specifics in the 'Optional note' section.
   Note: If you request changes to your accommodations, please allow time for Accessibility Advisors to review and respond.

d. **Read the terms:**
   i. Check off "I agree to the terms outlined above".
   ii. Click the 'Submit' button.

4. GENERATE LETTERS OF ACCOMMODATION

    a. **Once your accommodations are activated, your instructor is notified that your Letter of Accommodation is available for review.**

    b. **Download and save your "Letters of Accommodation" for your records.**

Once you have completed this process, you will receive an automated email with the subject line "Accommodation Activation Update & Next Steps". This email directs you to now book your exams.