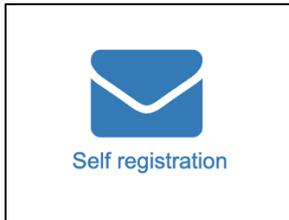


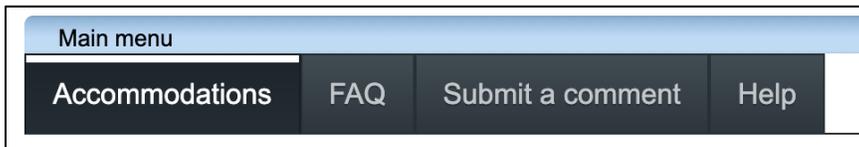
Office of Student Accessibility ClockWork Directions: Accessing Your Accommodations Letters

Follow the directions below to access your accommodations letters for each individual class.

1. Log into the [ClockWork Student Portal](#) using your SHU credentials.
2. Click on the “Self registration” icon on the home page



3. Click on the “Accommodations” tab



4. You will see a list of your courses for the current term
 - a. If you have just requested your accommodations and the status is “Pending,” you will not see a letter
 - b. If your accommodations have been fully approved for a course, you will see a button to the right that says “Get letter”

Course	Status	Request	Letter
TEST TEST Section TEST	Pending The Office of Student Accessibility (OSA) will review this information and update the status; you will be notified by email when this happens.		
Advanced Pottery AP101 Section Section1	Sent Your accommodation letter has been sent to your instructor and is awaiting review.		Get letter

5. Click on “Get letter” to download your accommodations letter

If you have questions about our intake form or this process, contact us at accessibility@sacredheart.edu.