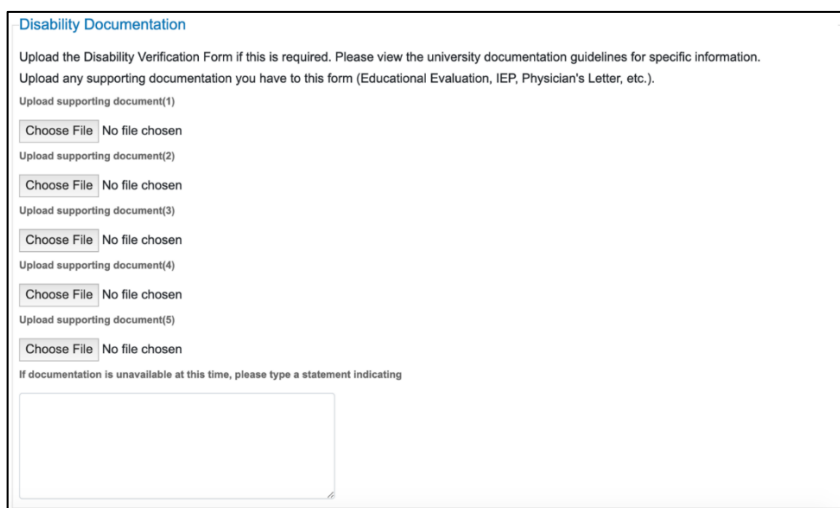# Office of Student Accessibility ClockWork Directions: Intake for New Students

Follow the directions below if you have **never** requested accommodations at SHU.

1. Log into the ClockWork Student Portal using your SHU credentials
2. On the home page, click the "Intake" icon

   a. This will then take you to a fill-able intake form
   b. Be sure to fill out this section in its entirety and upload any documentation that you have pertaining to your accommodations.
3. To upload documentation, navigate to the "Disability Documentation" section and click on "Choose File" to begin this process.
   a. If you have questions about what information to provide to the OSA, review directions on our website.

4. Once you have filled out the form in its entirety and uploaded your documentation to the portal, click "Submit" at the bottom of the page and your form will be completed.

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