## 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 <u>ClockWork Student Portal</u> 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, <u>review directions</u> <u>on our website</u>.

| Upload the Disability Verification Form if this is rea   | quired. Please view the university documentation guidelines for specific information. |
|--|---|
| Upload any supporting documentation you have to          | o this form (Educational Evaluation, IEP, Physician's Letter, etc.).                  |
| Upload supporting document(1)                            |   |
| Choose File No file chosen                               |   |
| Upload supporting document(2)                            |   |
| Choose File No file chosen                               |   |
| Upload supporting document(3)                            |   |
| Choose File No file chosen                               |   |
| Upload supporting document(4)                            |   |
| Choose File No file chosen                               |   |
| Upload supporting document(5)                            |   |
|  |   |
| Choose File No file chosen                               |   |
| f documentation is unavailable at this time, please type | a statement indicating  |
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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