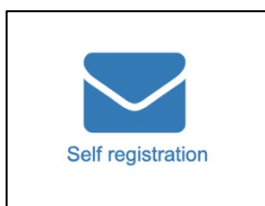


# Office of Student Accessibility ClockWork Directions:

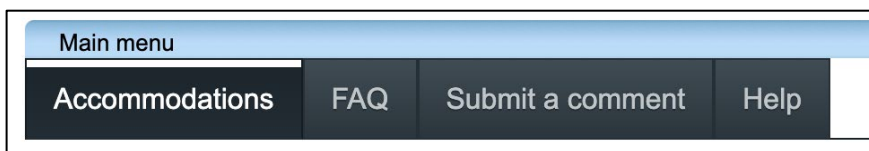
## Accessing Your Accommodation Letters

Follow the directions below to access your accommodation letter for each 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	<b>Pending</b> 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	<b>Sent</b> Your accommodation letter has been sent to your instructor and is awaiting review.		<a href="#">Get letter</a>

5. Click on “Get letter” to download your accommodation letter.
6. If you have questions about our intake form or this process, please contact:  
[accessibility@sacredheart.edu](mailto:accessibility@sacredheart.edu).