

Office of Student Accessibility ClockWork Directions:

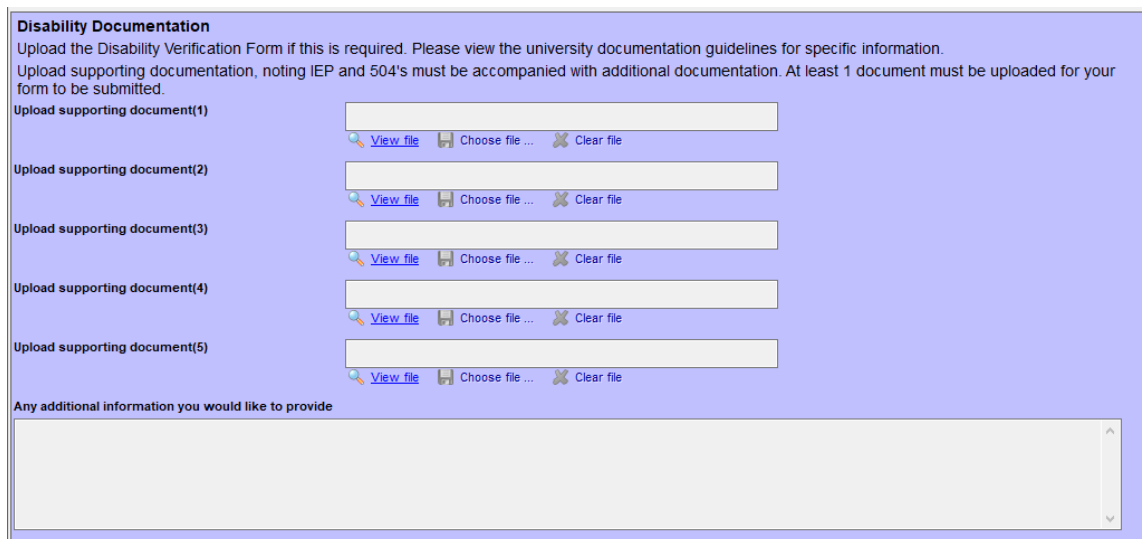
Intake for New Students

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 fillable intake form.
 - b. Please ensure that you complete all sections of this form and upload all relevant documentation supporting your accommodation request.
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, please review the [Documentation Guidelines 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.
5. Once you have successfully submitted the intake form, please [book an intake appointment](#) to discuss your request.
6. If you have questions about our intake form or this process, please contact: accessibility@sacredheart.edu