

Office for Accessible Education

Dear Student,

ClockWork is the online management system for accommodations approved by the university. With this system, you can:

- View, print, and send copies of your official letters for classroom and testing accommodations
- Schedule tests to be taken with accommodations in the OAE testing center
- View upcoming appointments for tests booked in the OAE testing center or meetings with your OAE Accessibility Counselor

To get started:

1. Log in to your Single Sign On (<https://sso.loyno.edu/>).

If you experience technical difficulty during login, please contact the IT Help Desk directly by calling (504) 865-2255 or via email at helpdesk@loyno.edu.

2. Click on the SSO app titled *ClockWork for Students*.



3. Click on *Manage Accommodations* and follow the on-screen instructions to send your letters to professors.

Students are responsible for notifying each instructor about their accommodations at the beginning of each semester OR as soon as they are fully registered with OAE. Instructors are responsible for accessing and acknowledging accommodation letters online and then implementing the accommodations as outlined. Please direct all questions or concerns about an accommodation to our office as soon as possible.

Thank you,

The Office for Accessible Education
Student Success Center
Monroe Library, Second Floor
504-865-2990
oea@loyno.edu