1. Log into the ClockWork Student Portal through your Single Sign On (under SSO Apps).
2. Click on **Manage Accommodations**
3. Click Accommodations
4. Review the courses listed and confirm the correct term shows. If not, use the drop down menu above the schedule to select the current term.

Click the ‘Request’ button for the course which you would like request accommodations.
5. Selected the accommodations you plan to use in this course.
6. If you would like to request the same exact accommodations for all of your courses, click the **Check All** button.
7. Indicate whether the accommodations are correct as shown or if they need to be reviewed/corrected by your Accessibility Counselor.
8. Read the disclosures at the bottom of the screen and check the box if you agree.
9. Click Submit

10. Make a plan to follow-up with each professor to ensure you are both on the same page about how your accommodations will work in their class.