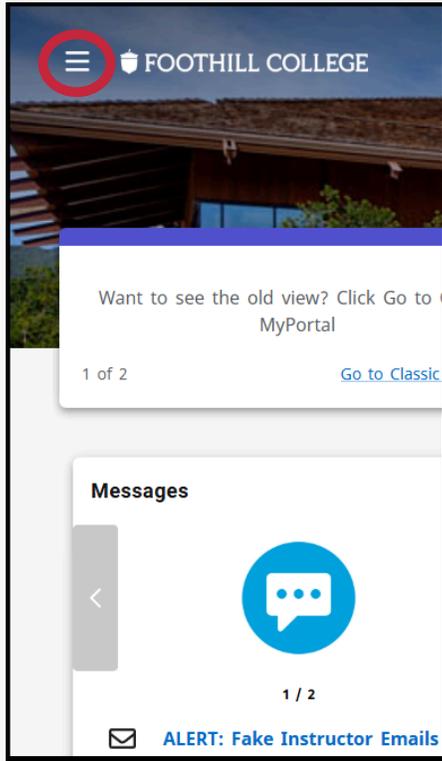


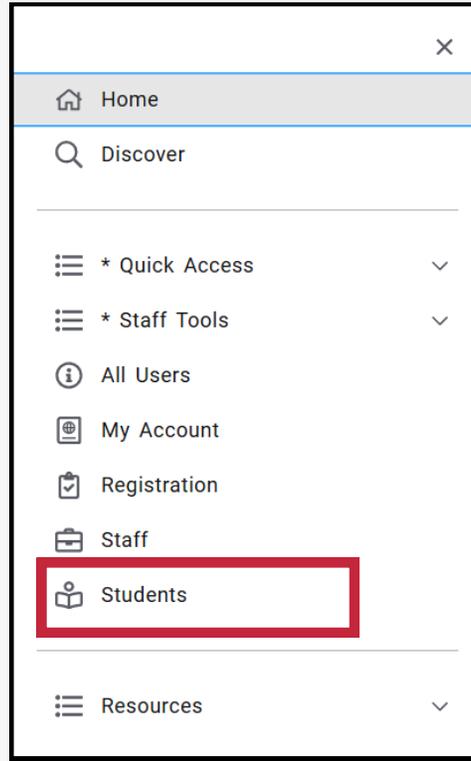
Clockwork: Request Accommodations

Login to your myPortal Account and follow the steps:

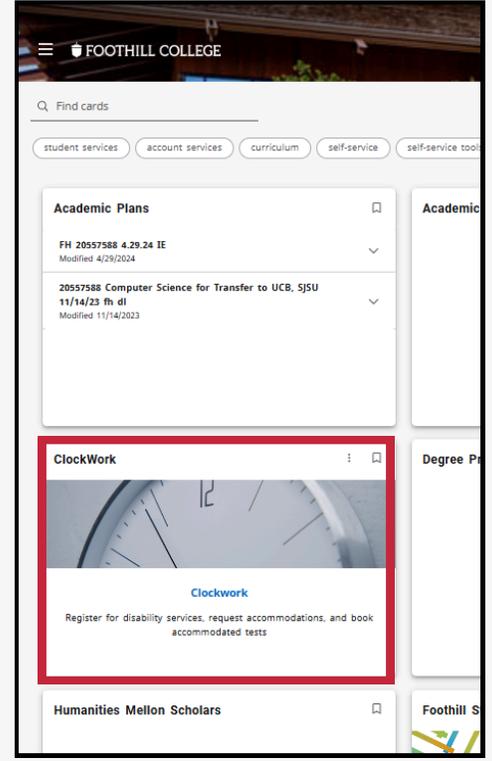
Step 1: Click on icon on the left of Foothill College Logo



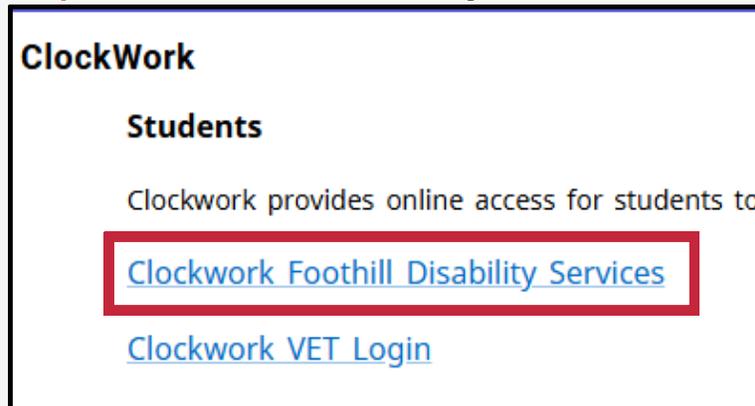
Step 2: Select "Students" from the options



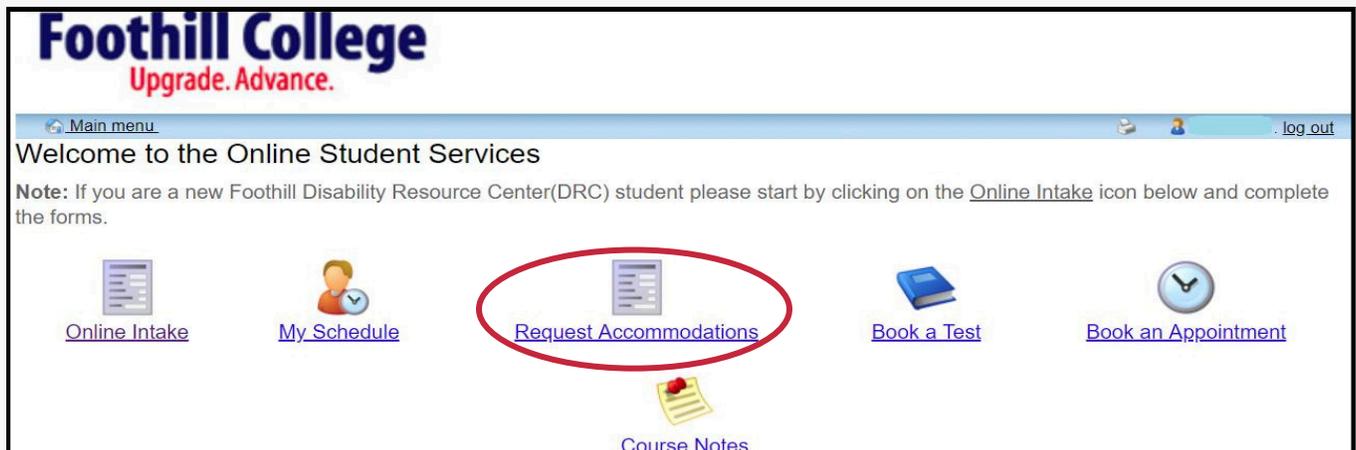
Step 3: Find "Clockwork" Application and open it



Step 4: Select Foothill Disability Services



Step 5: Choose "Request Accommodations"



Step 6: Choose the correct term & click "Request" for the class you need the letter for

The screenshot shows the 'Request Accommodations' page. At the top, there is a navigation bar with 'Main menu', 'Accommodations', 'FAQ', 'Submit a comment', and 'Help'. Below this, the page title is 'Request Accommodations'. A message states: 'You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.' Below the message, there is a 'Your courses:' section with a dropdown menu for 'Show term' set to 'Winter Session 2019' and a 'Refresh' button. The main content is a table with columns: 'Course', 'Status', 'Request', and 'Letter'. Three courses are listed, all with a status of 'Waiting for student to request'. The 'Request' buttons for each course are highlighted with a red box.

Course	Status	Request	Letter
KINS F016B Section 01Y LAB	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	
KINS F016B Section 01Y LEC	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	
ENGL F001A Section 03 LEC	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	

Step 7:

- You can choose all your classes at once on this page.
- On the left choose all the available to you accommodations needed for the class(es).
- Indicate whether your accommodations are correct or need to be changed.

You can use the empty box to add any notes for the teacher to review.

The screenshot shows the 'Request Accommodations' form. At the top, there is a navigation bar with 'Main menu', 'Request Accommodations', and 'log out'. Below this, there is a message: 'Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.' The form has two main sections: 'Your accommodations:' and 'Courses to request:'. The 'Your accommodations:' section has a list of checkboxes for various accommodations, including 'Extended time for all exams & quizzes', 'Low distraction testing environment', 'Other Test Accommodations', 'Notetaker', 'Alternative Media/ E-text', 'Academic Coaching', 'Priority Registration', 'Referral to tutoring resources', and 'DRC Counselor'. The 'Courses to request:' section has a list of checkboxes for 'KINS F016B section 01Y LAB', 'KINS F016B section 01Y LEC', and 'ENGL F001A section 03 LEC'. Below these sections, there is a 'Please indicate if your accommodations require any changes:' section with three radio button options: 'My accommodation(s) are correct the way they are', 'I need additional adjustments and will need to schedule appt. with a DRC counselor. Selecting this option will delay your adjustment letter.', and 'I need to change or remove an adjustment and will need to schedule appt. with a DRC counselor. Selecting this option will delay your adjustment letter.' The 'check all' and 'check none' buttons are also visible.

Step 8: Agree to the terms and click "Submit"

The screenshot shows the 'Terms' section of the form. It contains a text area with the following text: 'require, if you wish to use our services, by indicating in the relevant fields of the webforms. Statistics ===== The website is regularly monitored in order to supply you with the best service and to meet your expectations. For this purpose, we consult the statistics relating to use of our Website and develop the Website on the basis of this data. Your information may also be used in our reports. User statistics are anonymous. Security ===== The Website uses a secure server to protect your information data. Secure server software is used to encrypt the information exchanged between your Web browser and our Website. This measure ensures the security of all your transactions when you use the Sites. We follow strict security procedures when filing and using the information you supply,'. Below the text area, there is a checkbox labeled 'I agree to the terms outlined above' and a 'Submit' button highlighted with a red box. A 'Cancel' button is also visible.

Step 9: You can download the hard copy of the accommodations letter for each class by clicking "Get letter"

The screenshot shows the 'Request Accommodations' page. At the top, there is a navigation bar with 'Main menu', 'Accommodations', 'FAQ', 'Submit a comment', and 'Help'. Below this, the page title is 'Request Accommodations'. A message states: 'You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.' Below the message, there is a 'Your courses:' section with a dropdown menu for 'Show term' set to 'Fall Session 2018' and a 'Refresh' button. The main content is a table with columns: 'Course', 'Status', 'Request', and 'Letter'. Two courses are listed. The first course, 'ENGL F110. Section 02 LEC', has a status of 'Confirmed' and a 'Get letter' button. The second course, 'KINS F081. Section 01 LEC', has a status of 'Sent' and a 'Get letter' button. The 'Get letter' buttons are highlighted with a red box.

Course	Status	Request	Letter
ENGL F110. Section 02 LEC	Confirmed Your Accommodation Letter has been confirmed by your instructor.		Get letter
KINS F081. Section 01 LEC	Sent Your adjustment letter has been sent to your instructor and is awaiting Confirmation.		Get letter