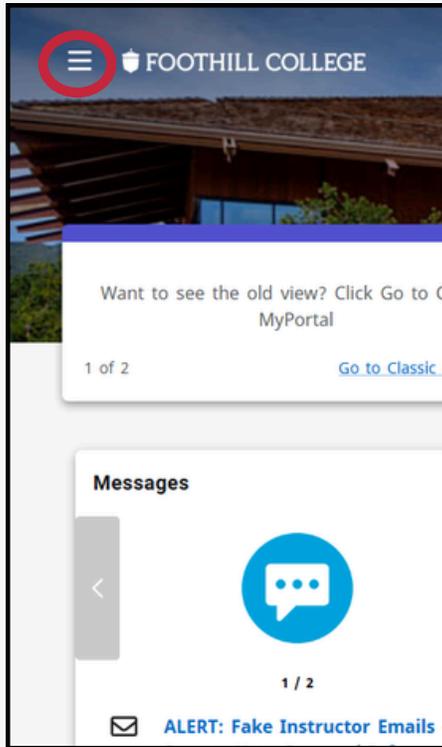


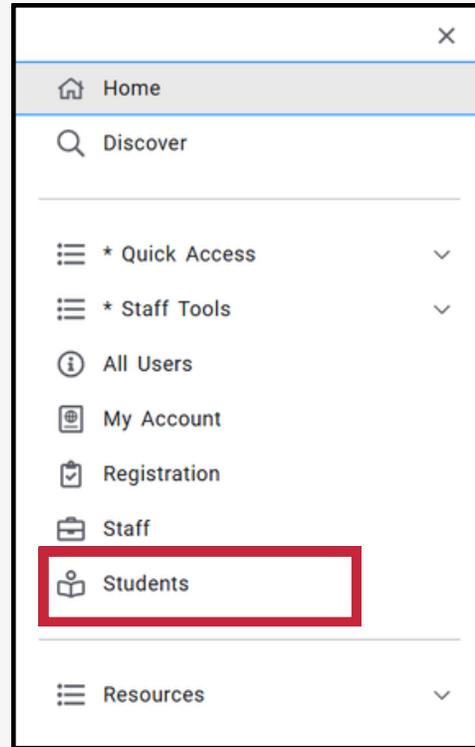
# Clockwork: Request Accommodations

Log on to your MyPortal Account and follow the steps:

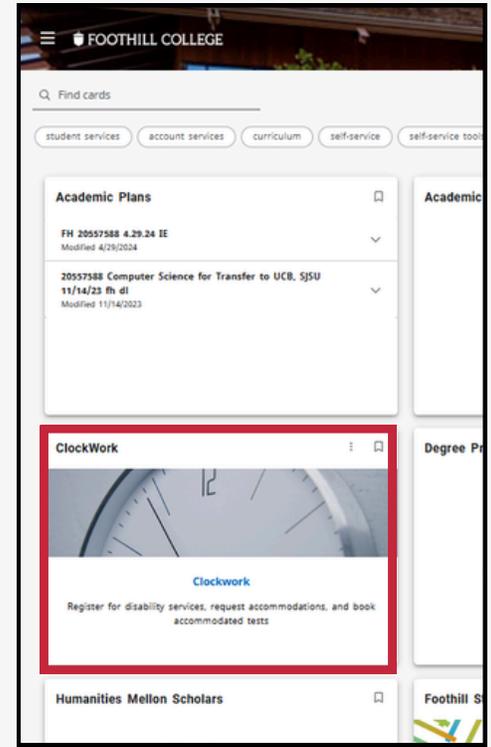
**Step 1:** Click on the menu icon left of the Foothill Logo.



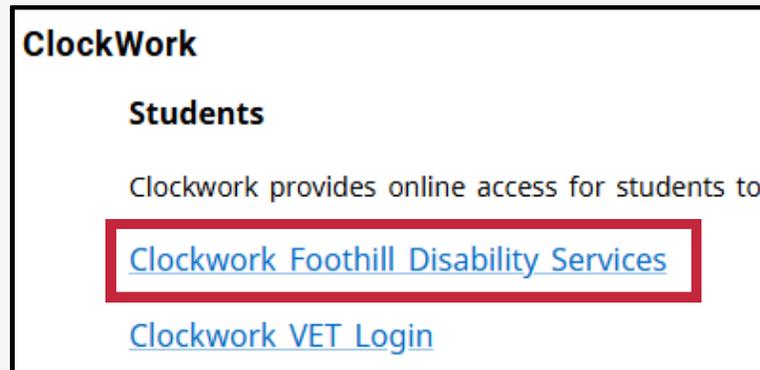
**Step 2:** Select "Students."



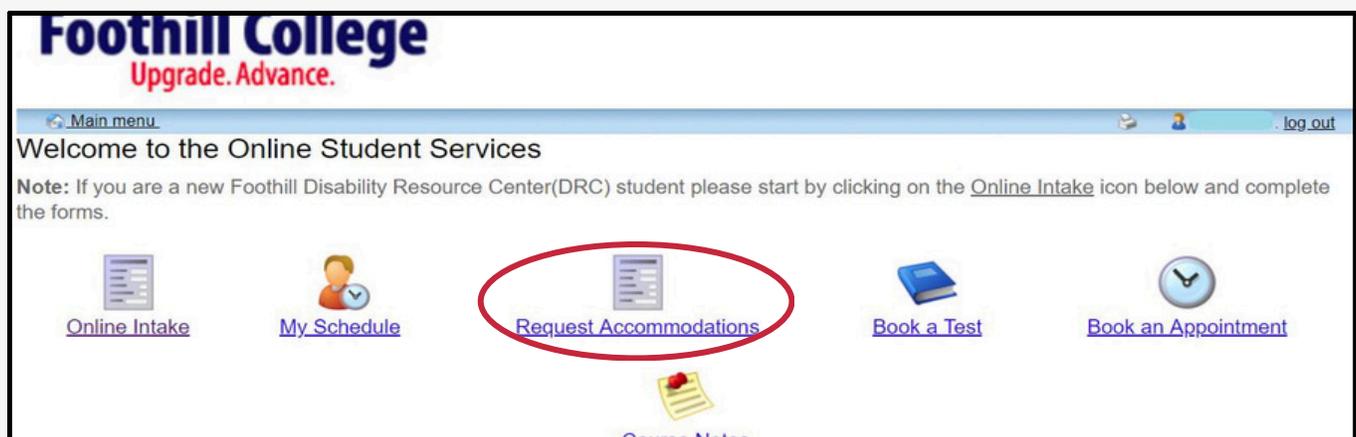
**Step 3:** Search and open the "Clockwork" Application.



**Step 4:** Select "Clockwork Foothill Disability Services."



**Step 5:** Select "Request Accommodations."



**Step 6:** Choose the correct term & click “Request” for any of your listed courses.

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. A table lists three courses, each with a 'Request' button highlighted by 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:**

Select the accommodations that you are requesting for your courses. You may also click “Check All.”

Next, select the courses you would like to send your accommodations letter for; you may also click “Check all.”

**If your accommodations are incorrect or need to be changed, please contact the DRC.**

The screenshot shows the 'Request Accommodations' page. Below the course list, there are two sections: 'Your accommodations:' and 'Courses to request:'. The 'Your accommodations:' section has a list of checkboxes for various accommodations, with 'check all' and 'check none' links at the bottom. The 'Courses to request:' section has a list of checkboxes for the courses, with 'check all' and 'check none' links at the bottom. Below these sections, there is a section for 'Please indicate if your accommodations require any changes:' with three radio button options, the second of which is selected and highlighted with a red box:

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.  
 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.

**Step 8:** Review and agree to the terms outlined and click “Submit.”

Terms

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,

agree to the terms outlined above

Submit Cancel

**Step 9:** You may download a 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. A table lists two courses, each with a 'Get letter' button highlighted by 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