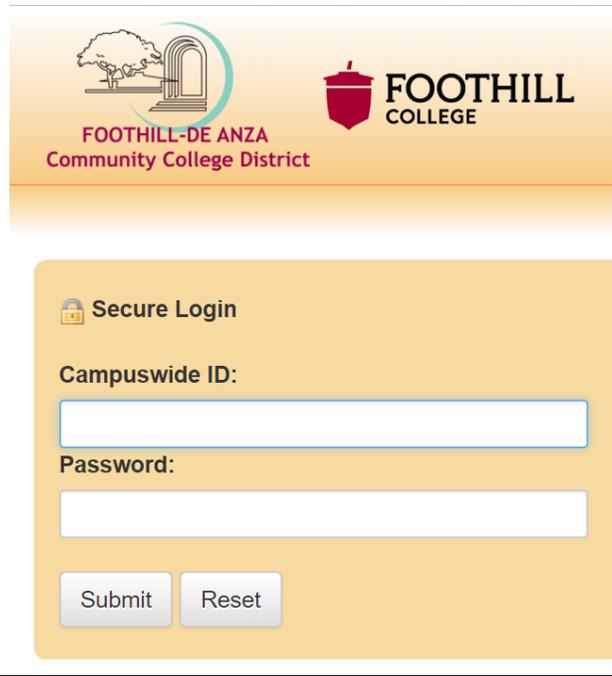


Clockwork: Request Accommodations

Step 1: Login to MyPortal



FOOTHILL-DE ANZA
Community College District

FOOTHILL COLLEGE

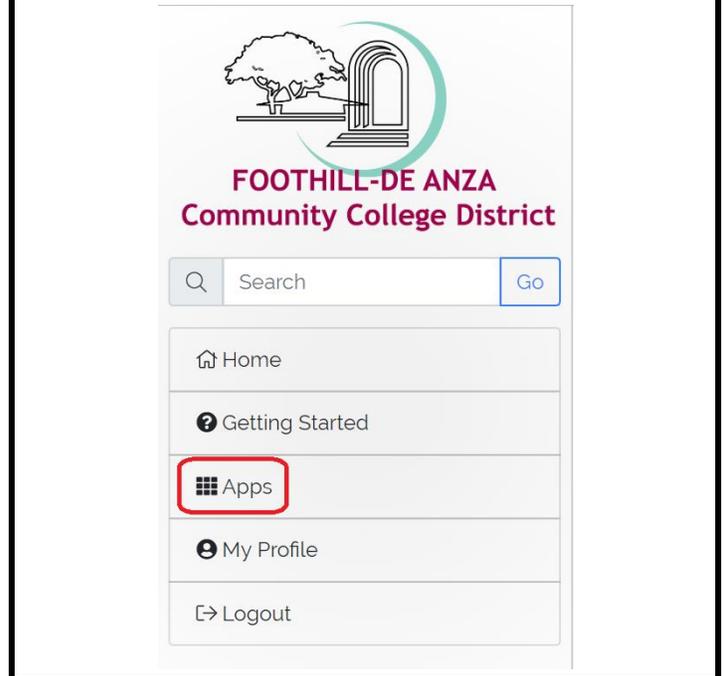
Secure Login

Campuswide ID:

Password:

Submit Reset

Step 2: Select Apps



FOOTHILL-DE ANZA
Community College District

Search Go

Home

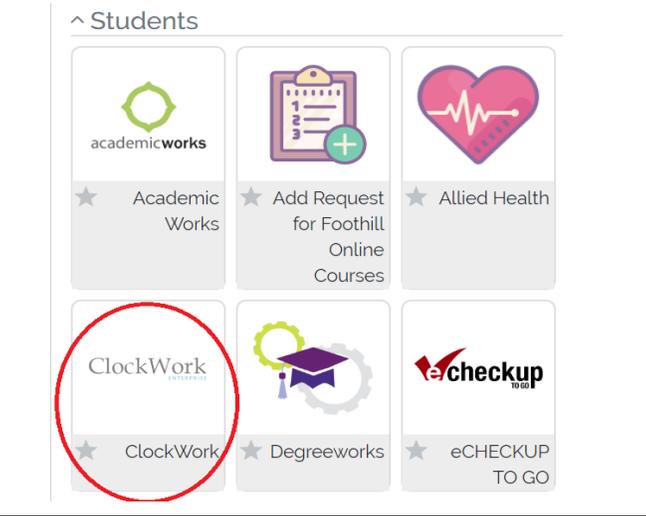
Getting Started

Apps

My Profile

Logout

Step 3: Under 'Students' tab Select 'Clockwork' Application



Students

academicworks

Academic Works

Add Request for Foothill Online Courses

Allied Health

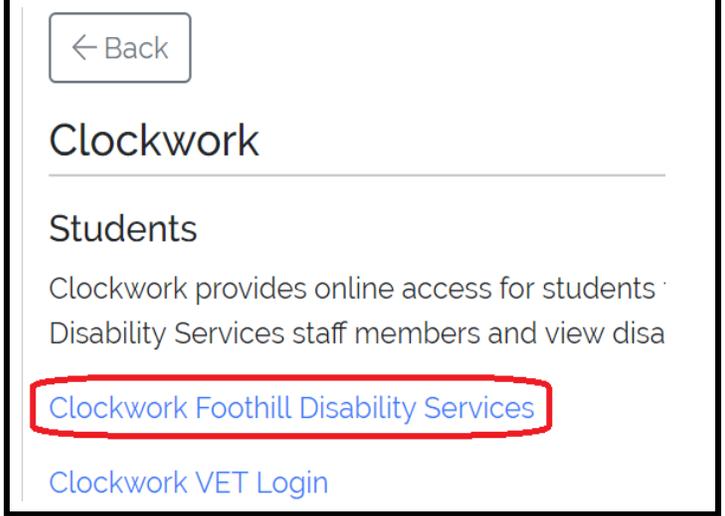
ClockWork

ClockWork

Degreeworks

eCHECKUP TO GO

Step 4: Select 'Clockwork Foothill Disability Services'



Back

Clockwork

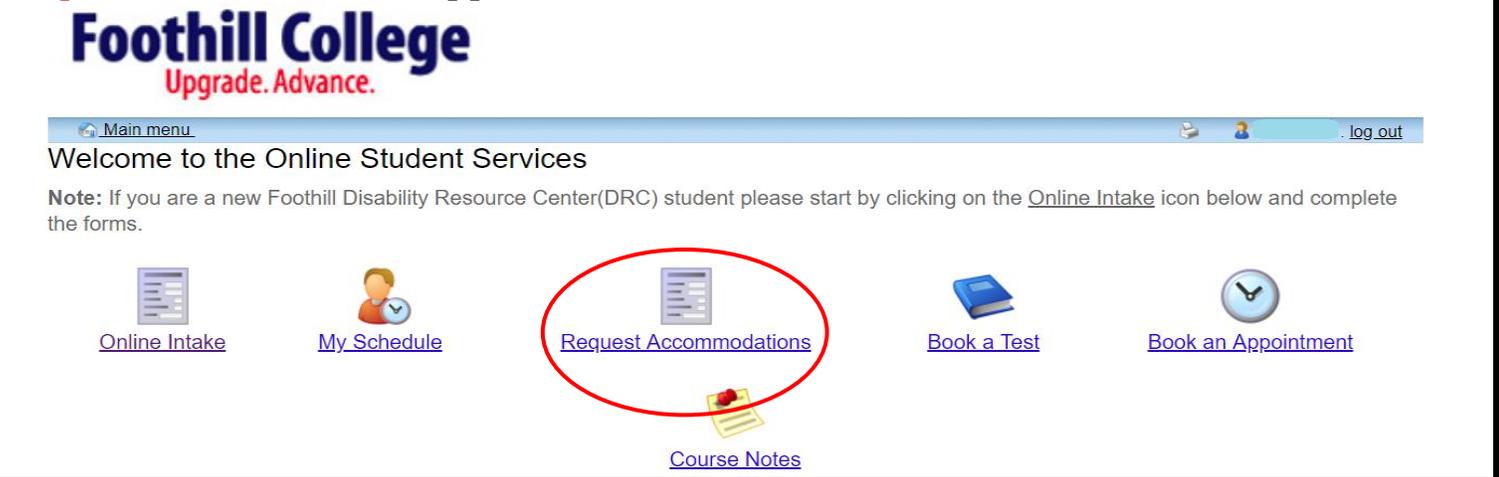
Students

Clockwork provides online access for students Disability Services staff members and view disa

Clockwork Foothill Disability Services

Clockwork VET Login

Step 5: Choose "Book an Appointment"



FOOTHILL College
Upgrade. Advance.

Main menu log out

Welcome to the Online Student Services

Note: If you are a new Foothill Disability Resource Center(DRC) student please start by clicking on the Online Intake icon below and complete the forms.

Online Intake My Schedule Request Accommodations Book a Test Book an Appointment

Course Notes

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

[Main menu](#) [log out](#)

Accommodations [FAQ](#) [Submit a comment](#) [Help](#)

Request Accommodations

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.

Your courses: Show term: **Winter Session 2019** Refresh

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.	<input type="button" value="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.	<input type="button" value="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.	<input type="button" value="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.

[Main menu](#) [log out](#)

Request Accommodations

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.

Your accommodations:

- Extended time for all exams & quizzes, including in-person or online exams & quizzes: 2x
- Low distraction testing environment
- Use of a word processor for essay exams and short answers
- Other Test Accommodations: White board for calculating math problems during exams; Sound blocking headphones and cubicle for testing; I.E.
- Notetaker (DRC students need to request a Notetaker by completing the online Notetaker contract at <http://www.surveygizmo.com/s3/3859806/Note-Taker-Contract-Guidelines> or contact the Accommodations Coordinator at 650-949-7673 or Bidg #5400)
- Alternative Media/ E-text for materials including textbooks and classroom handouts. These items are provided by the DRC. Please contact Bidys Subedi for more information (Subedibidya@fhda.edu, x7673)
- Academic Coaching
- Priority Registration (when 3sp criterion is not met)
- Referral to tutoring resources
- DRC Counselor

[check all](#) [check none](#)

Courses to request:

- KINS F016B section 01Y LAB
- KINS F016B section 01Y LEC
- ENGL F001A section 03 LEC

[check all](#) [check none](#)

Please indicate if your accommodations require any changes:

- 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: Agree to the terms 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

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

[Main menu](#) [log out](#)

Accommodations [FAQ](#) [Submit a comment](#) [Help](#)

Request Accommodations

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.

Your courses: Show term: **Fall Session 2018** Refresh

Course	Status	Request	Letter
ENGL F110. Section 02 LEC	Confirmed Your Accommodation Letter has been confirmed by your instructor.		<input type="button" value="Get letter"/>
KINS F081. Section 01 LEC	Sent Your adjustment letter has been sent to your instructor and is awaiting Confirmation.		<input type="button" value="Get letter"/>