

# REQUEST TO USE BENEFIT

**STEP 1:**  
Login to 'MyPortal'

**STEP 2:**  
Select Apps

**STEP 3:**  
Under 'Students' Tab  
Select 'Clockwork' Application

**STEP 4:**  
Select 'Clockwork VET Login'

**STEP 5:**  
Continuing Students Complete Sections 1 - 5  
For Section 4, Complete *Question 1 - 5*  
New Students Complete Sections 1 - 5

**STEP 6:**  
Clockwork Request Completed  
Receive A Confirmation Email From Foothill VRC