

Clockwork Tutorial

INTAKE

FORM

Student Accessibility Services



### Accommodations Process

SAS can approve academic, housing, and parking or transportation accommodations for students with permanent or temporary disabilities.

There are three steps to the accommodations process:

1. The student must register with SAS
2. The student must submit documentation
3. The student must schedule to meet with SAS.

Completing the intake form will satisfy the first step in this process – registering with SAS.

### Accommodations Process

1

Register  
with SAS

2

Submit  
Documentation

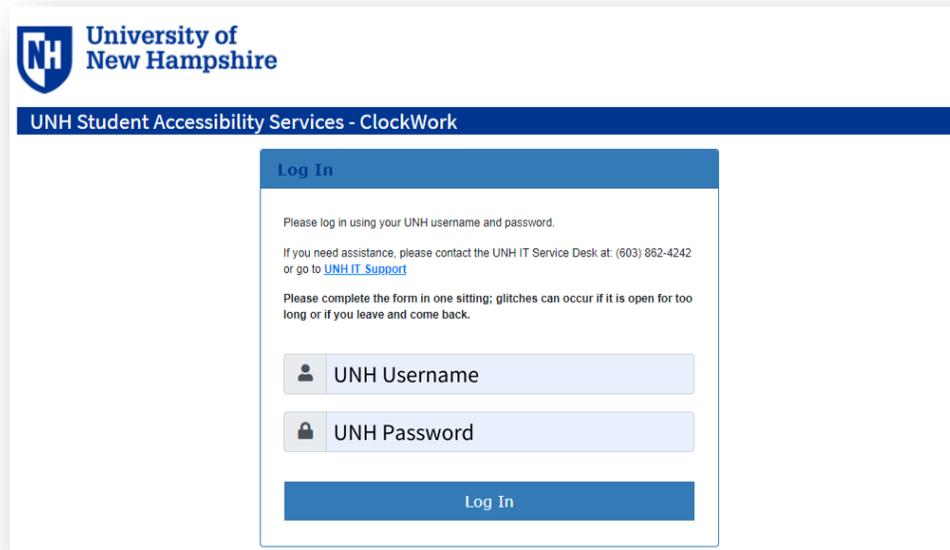
3

Meet  
with SAS

## Intake Form Instructions

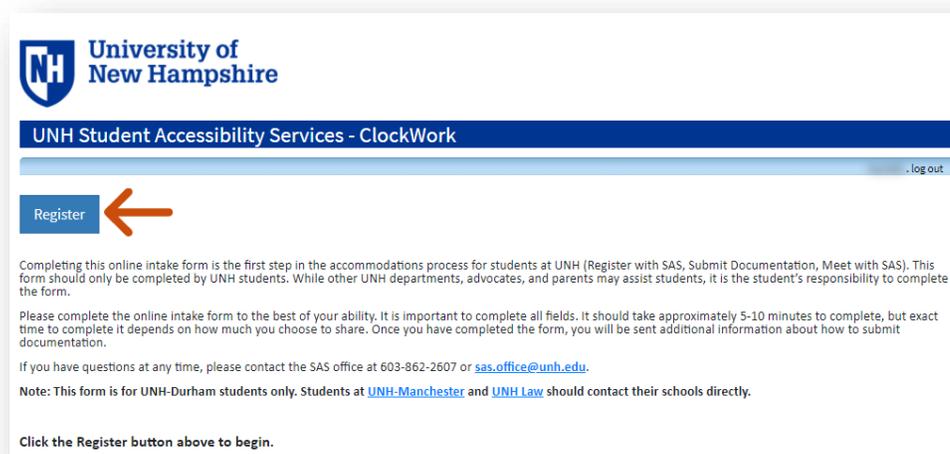
When you are ready to register with SAS, navigate to the [Intake Form](#).

Login with your UNH username and password.



The screenshot shows the login interface for the University of New Hampshire's Student Accessibility Services (SAS) ClockWork system. At the top left is the UNH logo and the text "University of New Hampshire". Below this is a blue header bar with the text "UNH Student Accessibility Services - ClockWork". The main content area is titled "Log In" and contains the following text: "Please log in using your UNH username and password." followed by "If you need assistance, please contact the UNH IT Service Desk at: (603) 862-4242 or go to [UNH IT Support](#)". Below this is a warning: "Please complete the form in one sitting; glitches can occur if it is open for too long or if you leave and come back." There are two input fields: "UNH Username" with a person icon and "UNH Password" with a lock icon. A blue "Log In" button is positioned below the password field.

On the next screen, read the information provided, then click Register.



The screenshot shows the registration page for the University of New Hampshire's Student Accessibility Services (SAS) ClockWork system. At the top left is the UNH logo and the text "University of New Hampshire". Below this is a blue header bar with the text "UNH Student Accessibility Services - ClockWork". In the top right corner, there is a ".log out" link. A blue "Register" button is prominently displayed with a large orange arrow pointing to it from the right. Below the button is a paragraph of text: "Completing this online intake form is the first step in the accommodations process for students at UNH (Register with SAS, Submit Documentation, Meet with SAS). This form should only be completed by UNH students. While other UNH departments, advocates, and parents may assist students, it is the student's responsibility to complete the form." This is followed by another paragraph: "Please complete the online intake form to the best of your ability. It is important to complete all fields. It should take approximately 5-10 minutes to complete, but exact time to complete it depends on how much you choose to share. Once you have completed the form, you will be sent additional information about how to submit documentation." Below that is a note: "If you have questions at any time, please contact the SAS office at 603-862-2607 or [sas.office@unh.edu](mailto:sas.office@unh.edu)." The final note states: "Note: This form is for UNH-Durham students only. Students at [UNH-Manchester](#) and [UNH Law](#) should contact their schools directly." At the bottom, there is a instruction: "Click the Register button above to begin."

The Intake Form should take approximately 5-10 minutes to complete, depending on how much detail you decide to share.

You will provide some basic information such as your contact information and academic year.

The screenshot shows the top portion of a web form. At the top left is the University of New Hampshire logo. To its right is the text "University of New Hampshire". Below this is a dark blue header bar with the text "UNH Student Accessibility Services - ClockWork" in white. On the right side of this bar is a ".logout" link. Below the header is the title "Registration Form". A paragraph of text explains that completing the form is the first step in the accommodations process and that it should be completed by UNH students. Another paragraph provides instructions on how to complete the form and mentions that additional information will be sent after submission. A contact number (603-862-2607) and email address (sas.office@unh.edu) are provided for questions. The section "Personal Information" is highlighted in blue and contains four required fields: "First name:", "Last name:", "Student number:", and "Email:", each with an adjacent text input box.

Next, you will answer questions about your disability. We will want to know your diagnosis and how it impacts your classroom experiences, your experiences in testing situations, and your experience at UNH outside of the classroom.

The screenshot shows the "Nature of the Disability" section of the form. It features a list of nine disability categories, each with an unchecked checkbox: "Acquired brain injury", "Attention Deficit/Hyperactivity Disorder (ADHD)", "Autism Spectrum Disorder (ASD)", "Chronic Medical Condition", "Deaf/Hearing Loss", "Learning Disability", "Blind/Vision Loss", "Mobility Disability", and "Psychological Condition". Below the list is a text prompt: "Please list any primary and/or secondary diagnoses that are relevant to your accommodation request". This is followed by a large, empty text area for input. Below that is another text prompt: "If relevant, how does your condition(s) impact your classroom experiences?". This is followed by another large, empty text area for input.

Then, you can tell us about the accommodations you are requesting and how you feel they will help meet your needs as related to your disability.

**Accommodations**

What type of accommodations are you requesting?

- Exam accommodations
- Classroom accommodations
- Housing accommodations
- Parking/transportation accommodations
- Other - Please specify below:

What specific accommodations are your requesting

How will these accommodation help meet your needs as related to your specific condition

Have you previously had accommodations in high school or at another institution? If yes, what accommodations did you have?

Finally, on the bottom of the form, mark the checkboxes next to each statement, then click Submit.

Have you previously had accommodations in high school or at another institution? If yes, what accommodations did you have?

**Authorization**

- I am a student at UNH
- I, the person listed in the personal information section, am the individual who is completing this form
- I understand that I will still need to submit documentation and schedule to meet with SAS to complete the accommodations process.
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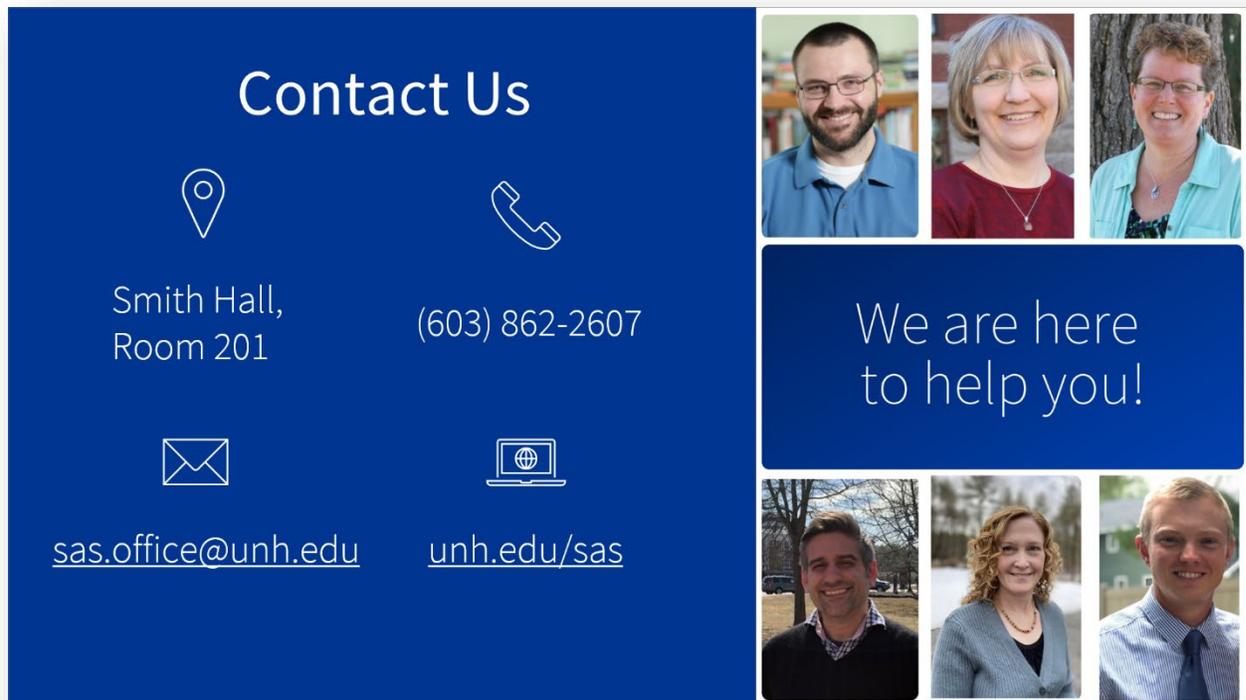
I authorize the Student Accessibility Services office at the University of New Hampshire (UNH) to: OBTAIN the following from whichever source: school transcripts, test scores, grade reports, individual educational plans, information regarding admission, and financial aid packages any documentation of any disability/condition; RELEASE as deemed necessary, (via means of copying and/or discussing) documented information of your disability/condition and educational records to: appropriate university and other selected officials(1); certified, licensed, or registered professionals as it relates to your disability/condition and academic status. (1. As defined by the Family Educational Rights and Privacy Act of 1974: "Buckley Amendment", Section II. Access to Students' Personal Educational Records: UNH Student Handbook.)

## Next Step

After you click submit, you will receive an email detailing your next step – [Submitting Documentation](#).

## Questions?

If you have any questions throughout this process, please let us know. We are here to help!



**Contact Us**

 Smith Hall,  
Room 201

 (603) 862-2607

 [sas.office@unh.edu](mailto:sas.office@unh.edu)

 [unh.edu/sas](http://unh.edu/sas)

We are here to help you!