

Clockwork Tutorial

# SUBMITTING DOCUMENTATION

Student Accessibility Services



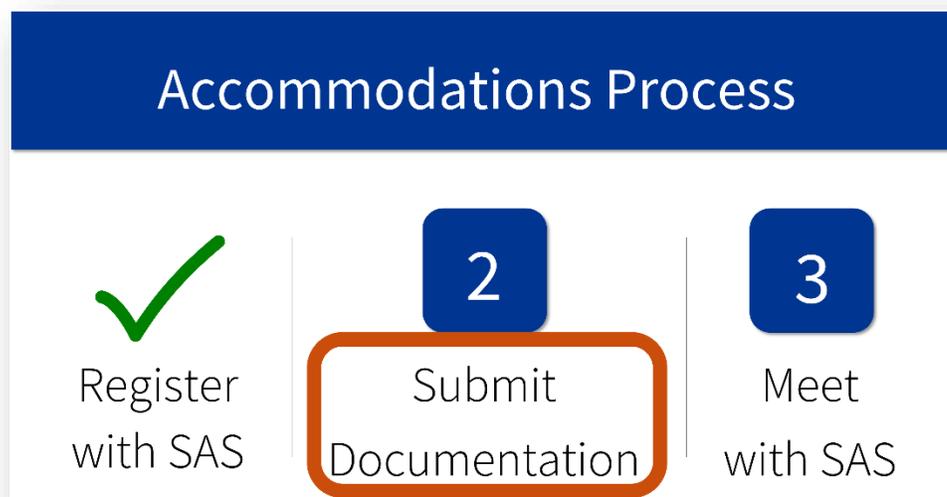
## Accommodations Process

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.

After you complete the intake form, you are ready to move on to the next step – submitting documentation.



## Submitting Documentation

After you complete the intake form, you will need to submit documentation. Please visit our website to find out more about:

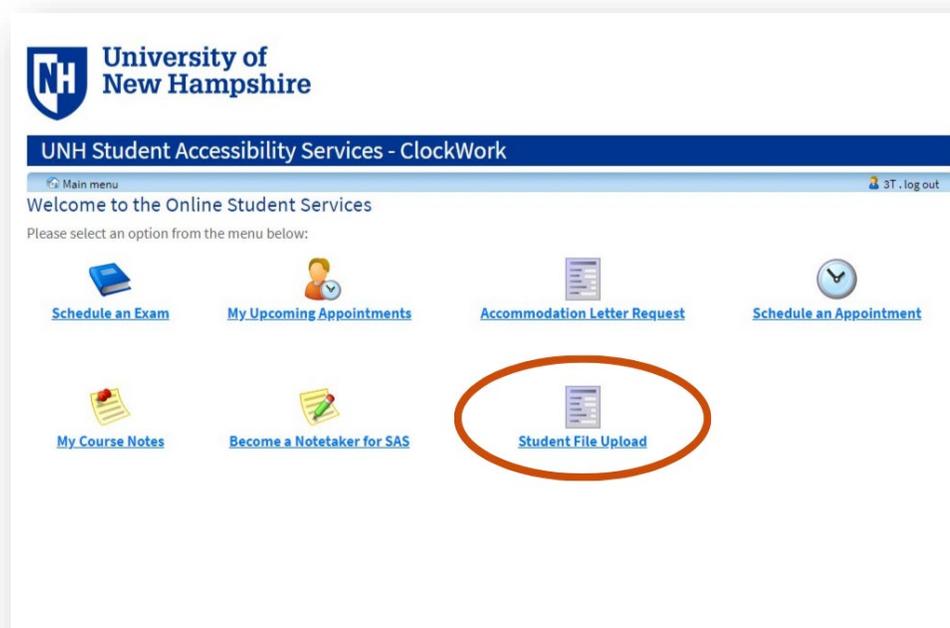
- [Guidelines for General Documentation](#)
- [Guidelines for Housing-Only Documentation](#)
- [Provider Guidance Document](#), which you can send to your provider. This document outlines information about our basic and recency criteria for documentation and it also contains a link to a form your provider can fill out and submit directly to our office.

NOTE: Sending the Provider Guidance Document to your provider is the easiest and best way to provide our office with the documentation we need.

Additionally, you may wish to share documents, such as an IEP or 504 Plan, or neuropsychological or educational testing reports directly with our office. You may do so within the secure Clockwork portal.

## Submitting Documentation Using Clockwork

To begin, navigate to the [Clockwork student portal](#) and click on Student File Upload.



Login with your UNH username and password

The screenshot shows the login interface for the University of New Hampshire's Student Accessibility Services - ClockWork. 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." The form consists of two input fields: "UNH Username" and "UNH Password", each with a corresponding icon (a person and a lock respectively). A blue "Log In" button is positioned below the password field.

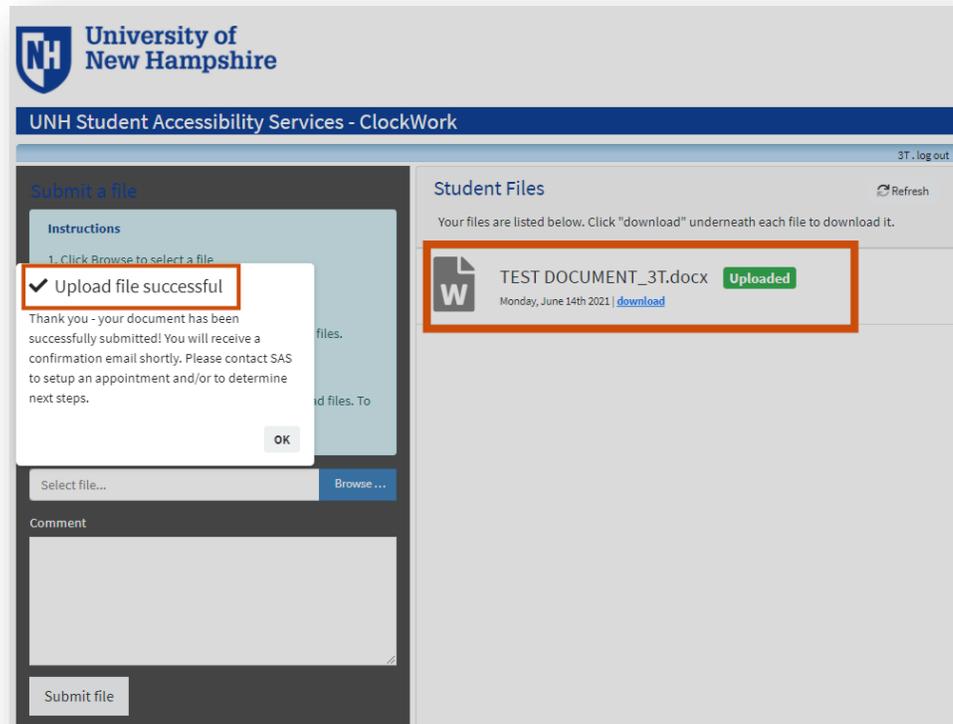
Click Browse to select a file, enter a comment, and click submit file.

The screenshot shows the "Submit a file" page in the UNH Student Accessibility Services - ClockWork system. The page header includes the UNH logo and "University of New Hampshire", and a blue bar with "UNH Student Accessibility Services - ClockWork". In the top right corner, there is a "3T. log out" link and a "Refresh" button. The main content is divided into two columns. The left column, titled "Submit a file", contains "Instructions" (1. Click Browse to select a file, 2. Enter a comment, 3. Click Submit file.), a note that files can be repeated, instructions for zip files, and a note that users must be registered with SAS. Below the instructions is a "Select file..." input field with a blue "Browse ..." button circled in orange. Underneath is a "Comment" section with a text area containing the placeholder "Enter a comment here" and a "Submit file" button with an orange arrow pointing to it. The right column, titled "Student Files", contains a "Refresh" button and text stating "Your files are listed below. Click 'download' underneath each file to download it." Below this is a light blue box with the message "No files are currently available for you to download."

You will see a pop-up letting you know that your upload was successful. You'll also receive a confirmation email.

You will also notice your uploaded file on the right side of your screen, and you can come back into this screen to download it at any time.

If you have multiple files to upload, you can repeat this process for each file.



## Next Step

After you submit documentation, you will need to contact SAS to make an appointment to meet with our staff to discuss your accommodation requests. You can make an appointment by calling (603) 862-2607 or emailing [sas.office@unh.edu](mailto:sas.office@unh.edu).

## 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)



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