

# HOW TO ACCESS YOUR LETTER OF ACCOMMODATION

## To access your Letter of Accommodation as a student registered with Accessibility Services

1. Make sure your browser is set to either Google Chrome or Mozilla Firefox (other alternatives tend to not work)
2. Go to: <https://clockwork.studentlife.utoronto.ca/user/test/login.aspx>
3. Log into Clockwork using your UTORid or JOINid and the corresponding password
4. Once you are logged in, navigate to the upper left hand corner and click “Main menu”
5. You will now see a row of 8 options - select the 6th option titled “Accommodation Letters”
6. You will see all the courses you are currently enrolled in. Note that if you click the dropdown on the top, right hand corner, you can access accommodation letters for previous and upcoming terms, if applicable
7. Please select the blue “View Accommodations” button on the right hand side to access your accommodations for your course
8. Please select the blue “Generate PDF Letter” button on the top left hand side to download your Letter of Accommodation
9. You can go to your “downloads” folder on your computer to access your Letter of Accommodation