Welcome to the Disability Services Program tutorial for Sending Accommodation Letters to instructors
At the DSP Homepage on the right sidebar, select “Student Clockwork Log In” to continue
On this screen, Select “Sending Accommodation Letters”
You are now at the DU Log In page. Log In using your DU ID number and password to begin the process of sending Accommodation Letters.
After you have read the Request for Accommodations information on this screen, Select the “Accommodations” button to continue.
Select the term for which you want to send your letters of approved accommodations.

Choose the “Request” button to begin the process of sending accommodation letters. Any “Request” button will allow you to start the process of sending Accommodation Letters.
Select available accommodations which you would like to use this quarter for your classes. You can choose individual accommodations, “Check None” or “Check All”

Select the classes in which you would like to use your accommodations. You can choose individual classes, “Check None” or “Check All”. If you select All Classes, the same letter with your accommodations will go to all of your instructors. If you choose classes individually, the accommodation letter you created will go just to the selected class instructor.

It is recommended that you select “My accommodation(s) are correct”, and if you have further questions or requests, please email DSP directly at DSP@du.edu. If options “I need additional accommodations” or “I need to change or remove an accommodation” are selected, your Letter of Approved Accommodation will not be sent to your instructors.

Select the check box signifying you agree to these terms outlined above and select ”Submit” to continue
You have now sent Accommodation Letters for Classes 1 and 3. To view the Accommodation Letter which was sent to your instructor, select “Get Letter.”

If you need to continue the process of sending Accommodation Letters for the remaining classes, select the “Request” button to continue the process of sending your Letters of Approved Accommodation. If you have completed all of your requests, you are finished and can close the webpage.
Thank you for taking the time to learn how to send accommodation letters