Welcome to the Disability Services Program Faculty Tutorial

Viewing Letters of Approved Accommodations (LOAA) In ClockWork

Welcome to Disability Services Program faculty tutorial on viewing Letters of Approved Accommodation in ClockWork
On the upcoming screens, you will see 2 options to access accommodation letters delivered by students in your courses:

1) You can select the link provided in an email sent to you to proceed to view your students accommodation letters

2) You can select “Faculty ClockWork Log-In” on the DU Disability Services Program homepage to proceed
Option 1
When a student who is eligible for accommodations through DSP delivers an accommodation letter, you will receive a link via email from the ClockWork system.

Select the link to go to the ClockWork system.
You are now at the DU ClockWork Log In page. Log In using your DU ID and password to begin the process of viewing Accommodation Letters
This is the Accommodation Letters Screen

Select the term which you would like to view

This will display a list of students who have delivered accommodation letters for the selected quarter

To begin, select the "View Letter" link to view the Accommodation Letter for selected student
This is the Accommodations page for Student 1

Select “Review PDF Letter” to view the Accommodation Letter. Upon viewing this letter, you may print or save the letter for your record keeping. The Accommodation Letter will continue to be available on this site for future reference.

After the Accommodation Letter is viewed, select the check box to acknowledge you have reviewed the Accommodation Letter, and select the submit button.

If you have questions about the letters content or the accommodations listed, please contact DSP after confirming receipt.

After you select submit, a date and time confirmation will appear.
This is option 2

You are now at the DU DSP homepage. The web address is:  [www.du.edu/dsp](http://www.du.edu/dsp)

On this homepage, select “Faculty Clockwork Log in” to continue
This is the instructor information page.

Select the "Accommodation Letters" tab to begin
You are now at the DU Clockwork Log In page. Log In using your DU ID and password to begin the process of viewing Accommodation Letters.
This is the Accommodation Letters screen

Select the term which you would like to view

This will display a list of students who have delivered Accommodation Letters for the selected quarter

To begin, select the "View Letter" link to view the Accommodation Letter for selected student
This is the Accommodations page for Student 1

Select “Review PDF Letter” to view the Accommodation Letter. Upon viewing this letter, you may print or save the letter for your record keeping. The Accommodation Letter will continue to be available on this site for future reference.

After the Accommodation Letter is viewed, select the check box to acknowledge you have reviewed the Accommodation Letter and select the submit button

If you have questions about the letters content or the accommodations listed, please contact DSP after confirming receipt

After you select submit, a date and time confirmation will appear
Thank you for taking the time to learn how to use the ClockWork system to view Letters of Approved Accommodations

Thank you for taking the time to learn how to use the ClockWork system to view Letters of Approved Accommodation