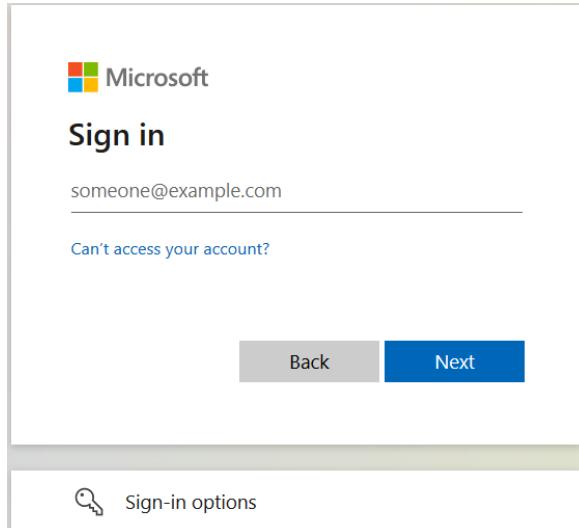


Accessing Accommodation Letters

Step 1 of 5: Log into the SAS portal by visiting

<https://sasclockwork.cc.umanitoba.ca/ClockWork/user/instructor/default.aspx>

Use your UofM staff email account to sign in through Microsoft. If you are already signed in to a UofM account on your browser it might skip the Microsoft sign in



Please sign in with your University e-mail address and password to access the application.

Sign in

Step 2 of 5: Review the “Notice Regarding Collection, Use, and Disclosure of Personal Information and Personal Health Information by the University”



Courses Accommodation letters Help

aftfeld@umanitoba.ca log out

Instructor Information

Notice Regarding Collection, Use, and Disclosure of Personal Information and Personal Health Information by the University

This personal information and personal health information is being provided to you under the authority of *The University of Manitoba Act*. The information provided may be used only for the purpose of notifying instructors of student accommodations and exam dates. The personal information and personal health information provided may not be used, shared or disclosed for other purposes, unless permitted by *The Personal Health Information Act (PHIA)* or *The Freedom of Information and Protection of Privacy Act (FIPPA)*. If you have any questions please contact the Access & Privacy Office (tel. [204-474-9462](#)), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

Welcome to the Instructor Information website. You can use this website to:

- View accommodations that have been assigned to your students
- Tell us about your upcoming mid-terms, tests or quizzes

Please click the [courses](#) link in the menu to the left in order to get started.

Student Accessibility Services 520 University Centre University of Manitoba 204-474-7423 Student_accessibility@umanitoba.ca	Student Accessibility Services Exam Centre 155 University Centre University of Manitoba 204-474-6213 sasexams@umanitoba.ca
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Please Read

Step 3 of 5: Select “Accommodation Letters”.



Courses Accommodation letters Help

aftfeld@umanitoba.ca log out

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Student Accessibility Services 520 University Centre University of Manitoba 204-474-7423 Student_accessibility@umanitoba.ca	Student Accessibility Services Exam Centre 155 University Centre University of Manitoba 204-474-6213 sasexams@umanitoba.ca
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Step 4 of 5:

- Step 4a: Ensure you are in the correct term
- Step 4b: Look to see which course you are wanting to find the student under
- Step 4c: Find the students name that you are wanting to look up
- Step 4d: Click “View letter” that corresponds with the course/student you are looking up



log out

Courses Accommodation letters Help

4a



Accommodation Letters

Show term: Fall Session 2020

Refresh

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

Course	4b	Student	4c	Your confirmation	Letter
FMLY 2600 section G01 (202090)		Student A			View letter 4d
FMLY 2600 section G01 (202090)		Student B			View letter
FMLY 2600 section G01 (202090)		Student C			View letter
FMLY 2600 section G01 (202090)		Student D			View letter

Student Accessibility Services

520 University Centre

University of Manitoba

204-474-7423

Student_accessibility@umanitoba.ca

Student Accessibility Services Exam Centre

155 University Centre

University of Manitoba

204-474-6213

sasexams@umanitoba.ca

Step 5 of 5: Step 5a: Choose to review the letter in either PDF or HTML format

Step 5b: Once you have reviewed the letter, click on the box indicating "I acknowledge that I have received and reviewed this Accommodation Letter" and click "Submit"



[University of Manitoba](#) log out

[Courses](#) [Accommodation letters](#) [Help](#)

Accommodations for **Student a 0000001**

FMLY 2600 section G01 (202090)

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

[Review PDF Letter](#)

or

[Review Html Letter](#)

5a

Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

I acknowledge that I have received and reviewed this Accommodation Letter

Submit

5b

Student Accessibility Services
520 University Centre
University of Manitoba

Student Accessibility Services Exam Centre
155 University Centre
University of Manitoba