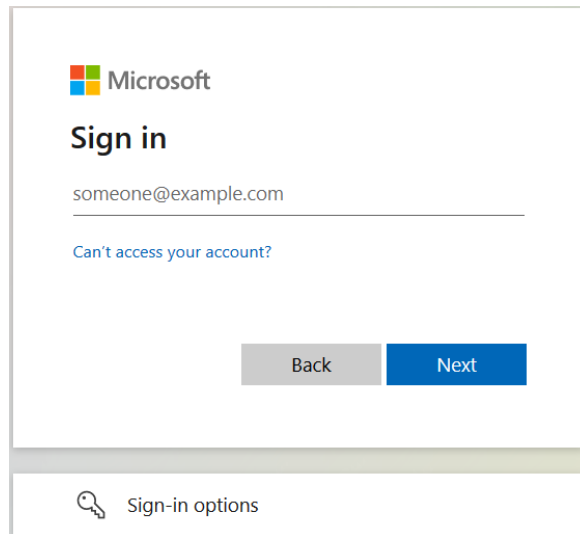


Accessing Accommodation Letters

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

A screenshot of the Microsoft sign-in interface. At the top is the Microsoft logo. Below it is the heading "Sign in". A text input field contains the email address "someone@example.com". Below the input field is a link that says "Can't access your account?". At the bottom of the sign-in area are two buttons: "Back" (grey) and "Next" (blue). Below this area is a section titled "Sign-in options" with a key icon.

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”



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

Please Read

Step 3 of 5: Select "Accommodation Letters".



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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

Accommodation Letters

Show term:

[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 4d
FMLY 2600 section G01 (202090)	Student A Student B Student C Student D		View letter
FMLY 2600 section G01 (202090)			View letter
FMLY 2600 section G01 (202090)			View letter
FMLY 2600 section G01 (202090)			View letter

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520 University Centre
University of Manitoba
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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"

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.

or

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

5b