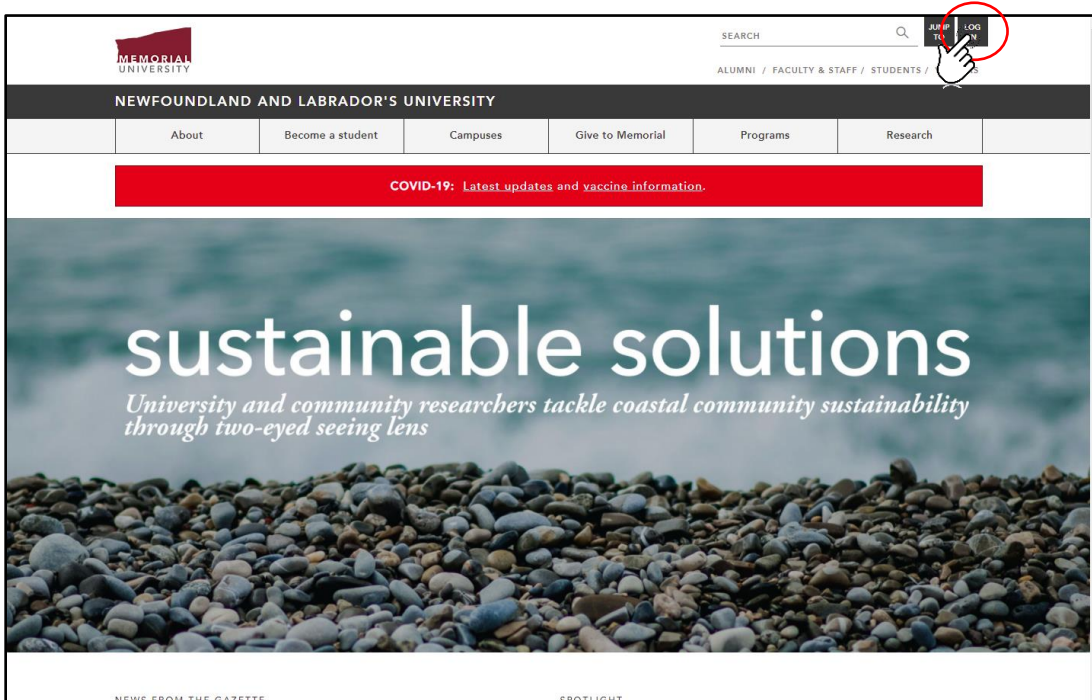


Below is a step-by-step guide to communicating your accommodations to your instructor(s).

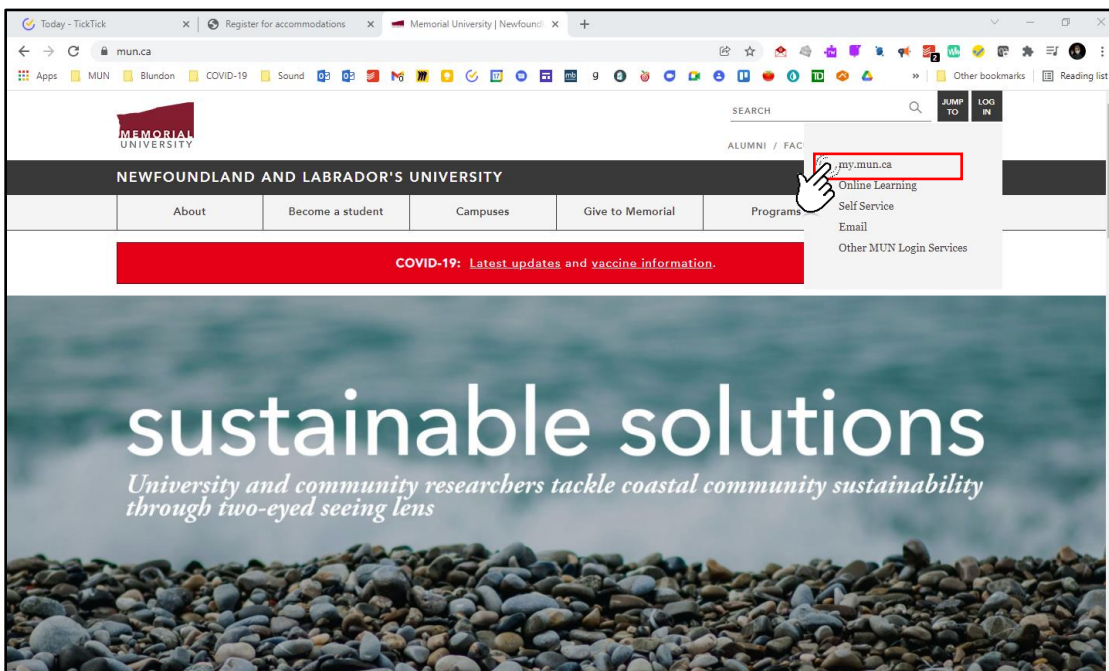
**Step 1:**

From Memorial's main webpage ([www.mun.ca](http://www.mun.ca)), click on 'Log in' in the upper right-hand corner of the page:



**Step 2:**

Select 'my.mun.ca' from the options:



### Step 3:

Log into MUN using your Memorial log-in credentials:

MEMORIAL UNIVERSITY

## MUN Login

My MUN Portal  
Portal for Memorial services

MUN Login ID or e-mail address:

Password:

LOG IN

CREATE ACCOUNT I CAN'T LOG IN

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### Step 4:

On the "Students" tab in my.mun.ca, find the 'Student Services' and press 'Launch':

my.mun.ca

MEMORIAL UNIVERSITY

Home Students Employees Alumni MUNmail EHS Assistant

Help Change MUN Login Password Logout

Memorial Self-Service

Online Learning

Grade-ulator

Student Services

Read&Write

MUN Libraries

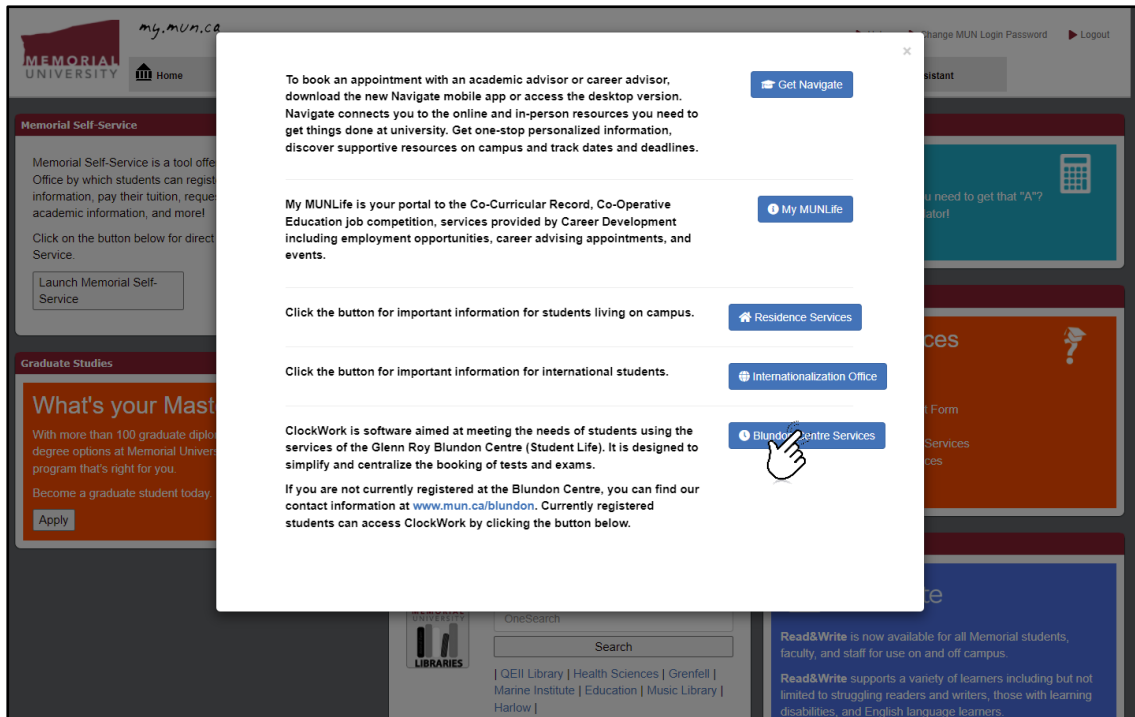
What's your Master Plan?

Learn to Succeed

Launch

## Step 5:

At the bottom of this pop-up window, select “Blundon Centre Services” to launch the Clockwork Web Portal (website):

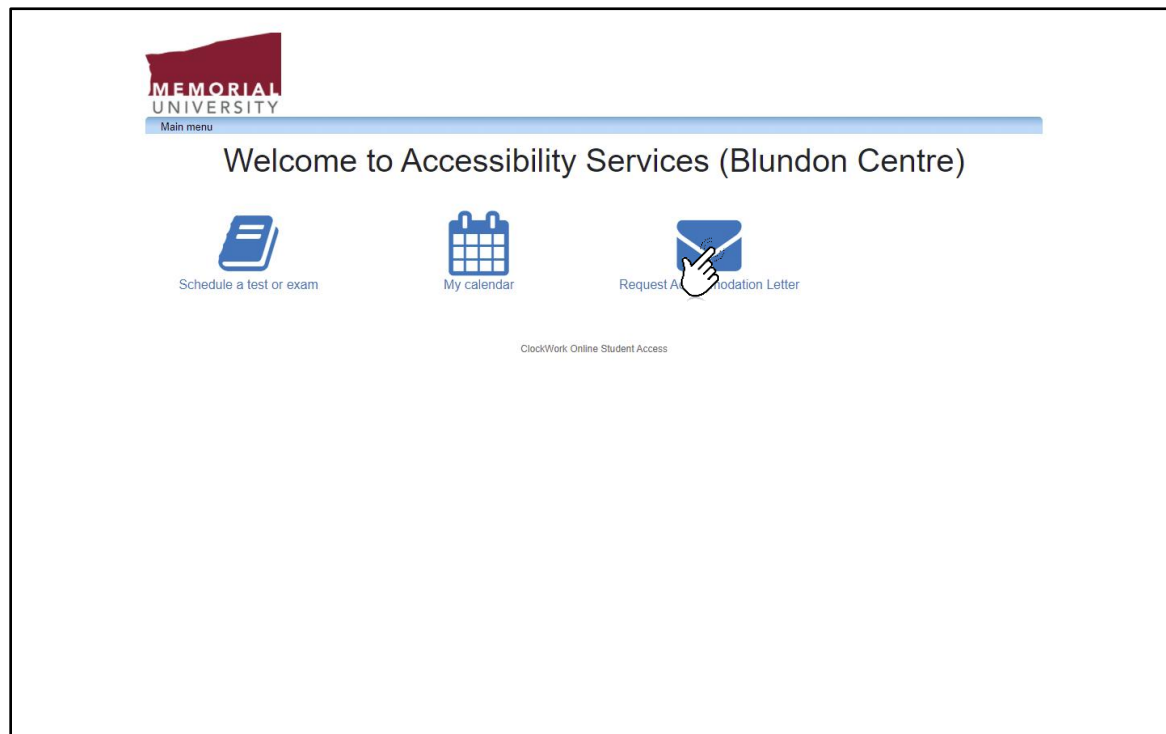


The screenshot shows a web portal interface with a white pop-up window in the center. The pop-up window contains the following text and buttons:

- Get Navigate**: To book an appointment with an academic advisor or career advisor, download the new Navigate mobile app or access the desktop version. Navigate connects you to the online and in-person resources you need to get things done at university. Get one-stop personalized information, discover supportive resources on campus and track dates and deadlines.
- My MUNLife**: My MUNLife is your portal to the Co-Curricular Record, Co-Operative Education job competition, services provided by Career Development including employment opportunities, career advising appointments, and events.
- Residence Services**: Click the button for important information for students living on campus.
- Internationalization Office**: Click the button for important information for international students.
- Blundon Centre Services**: ClockWork is software aimed at meeting the needs of students using the services of the Glenn Roy Blundon Centre (Student Life). It is designed to simplify and centralize the booking of tests and exams. If you are not currently registered at the Blundon Centre, you can find our contact information at [www.mun.ca/blundon](http://www.mun.ca/blundon). Currently registered students can access ClockWork by clicking the button below.

## Step 6:

You are now on your personalized Clockwork dashboard. From this webpage, choose “Request Accommodation Letter” to launch the Accommodations portal:



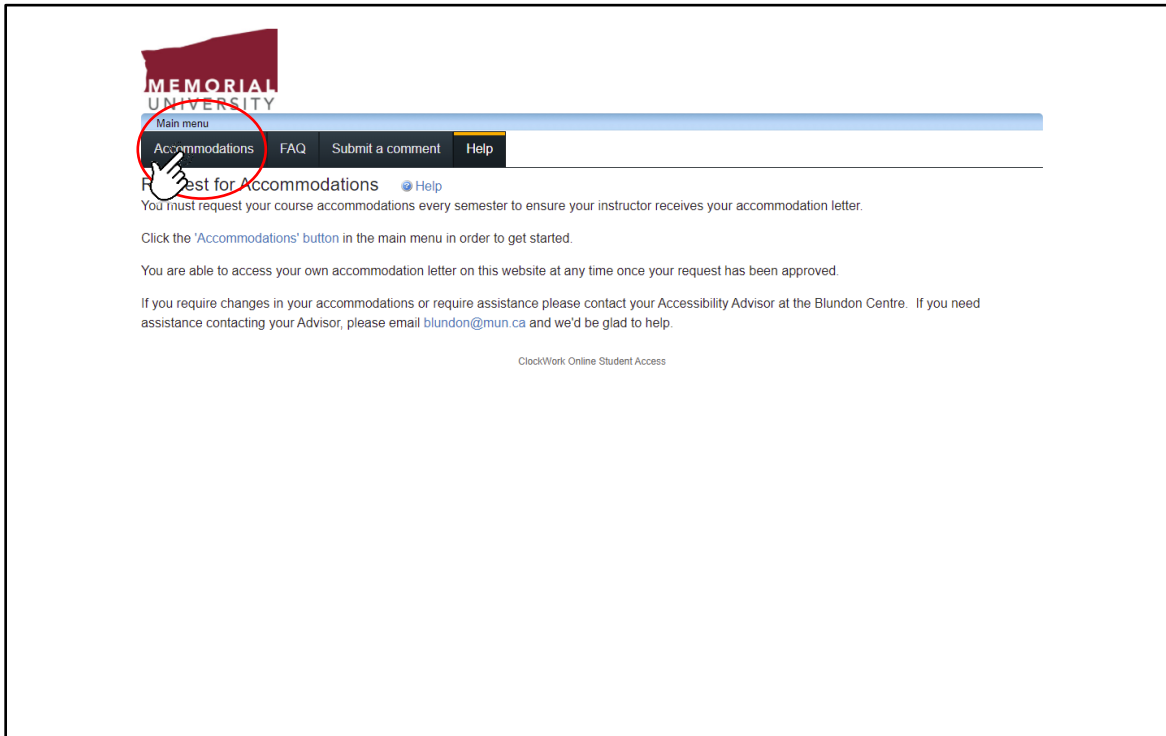
The screenshot shows the Clockwork Online Student Access dashboard. At the top left is the Memorial University logo. Below it is a "Main menu" bar. The main heading is "Welcome to Accessibility Services (Blundon Centre)". There are three main navigation options:

- Schedule a test or exam**: Represented by a calendar icon.
- My calendar**: Represented by a calendar icon.
- Request Accommodation Letter**: Represented by an envelope icon with a hand pointing to it.

At the bottom of the dashboard, it says "ClockWork Online Student Access".

## Step 7:

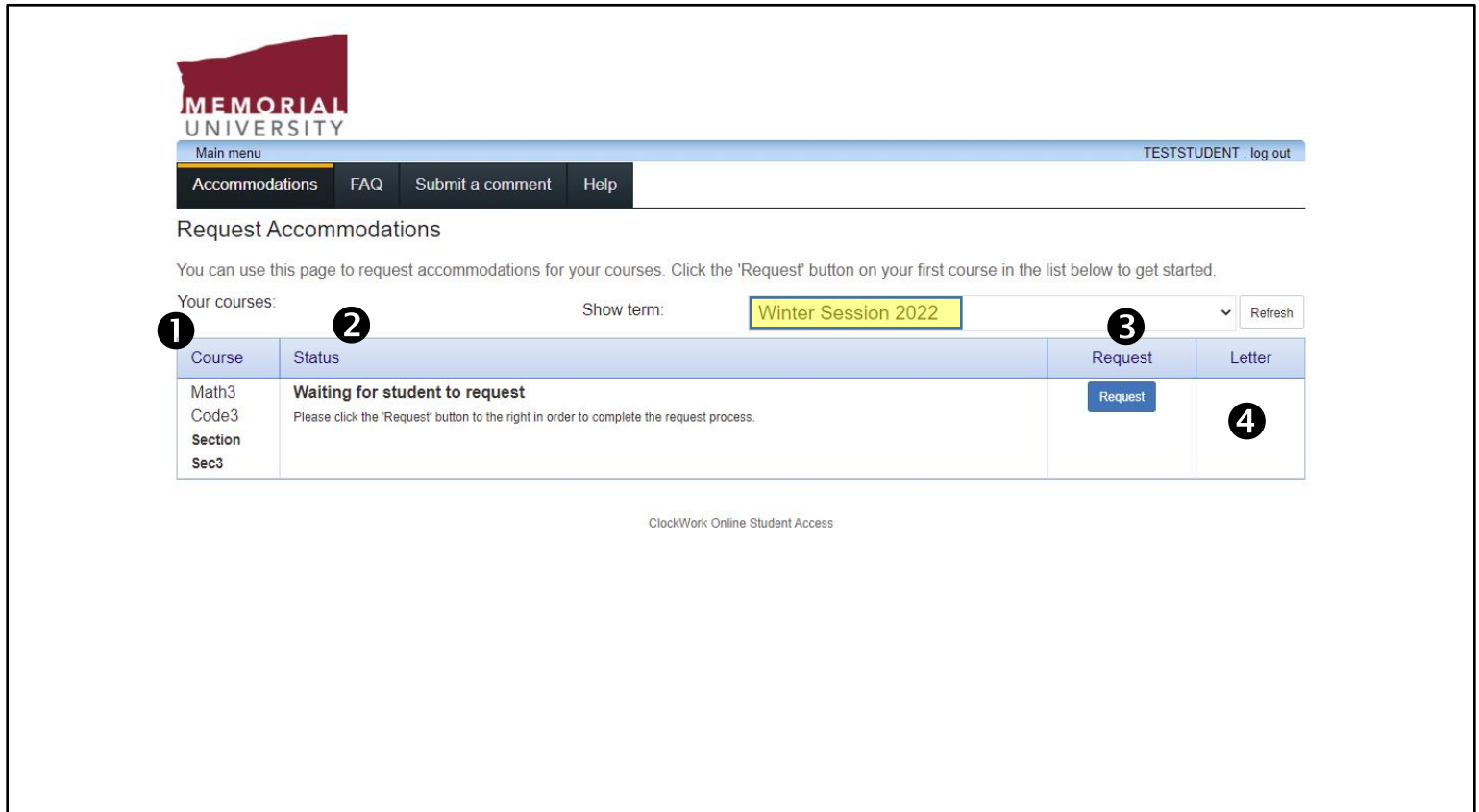
From the Accommodations main page, select "Accommodations" tab:



## Step 8:

On this "Request Accommodations" page, you will see:

- 1 A list of all your registered courses for the **current semester**
- 2 The status of your accommodation request
- 3 The request button
- 4 After you submit the request, an option will appear for you to download a copy of your Letter of Accommodation (some students print these off for their own records, or share them with instructors)



## Step 9:

At the top of this website, you will choose:

- A. The accommodations you wish to avail of, and
- B. The courses in which you need certain accommodations.

All of your approved accommodations will populate on the left side of the page, as shown below.

The courses for which you are registered will appear on the right:

**MEMORIAL UNIVERSITY**  
Main menu TESTSTUDENT . log out

# Request Accommodations

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.

### Your accommodations

- COVID-19 Vaccination
- Emotional Support A
- Extra Time

### Courses to request

**Math3 Code3** section Sec3  
 Jason Geary jgeary@mun.ca

[check all](#) [check none](#)

*Sample Accommodations*

## Step 10:

After selecting the accommodations you would like to use in each particular course, you will have to select “My accommodation(s) are correct the way they are”, before finalizing your request. If your accommodations need to be adjusted, or you feel an accommodation is missing, please contact your Accessibility Advisor.

- Private kitchen access
- Private Room
- Private Washroom
- Reduced course load
- Semi-private Room
- Service Animal
- Severe airborne allergy
- Support for Parking Pass
- Support for Provincial Accessible Parking Pass
- Support for temporary parking
- Use of a computer to type tests/exams

Please indicate if your accommodations require any changes

My accommodation(s) are correct the way they are

Optional note:

## Terms

Website Privacy & Security Policy We are committed to ensuring the privacy and accuracy of your confidential information. We have the utmost respect for your privacy and will not share your personal information with anyone without your explicit permission. All services provided on this Website are alternatively available in person. Information we collect about you  
===== We will only collect and process your personal data for the purposes of providing the services delivered by this Website. In addition some information is automatically collected and stored in the server logs, such as your Ip address. Providing personal data is voluntary. There will be a minimum data that we need to collect from you for the services that you sign up to. We will let you know what data we require, if you wish to use our services, by indicating in the

## Step 11:

The final step in this process requires you to read and agree to the terms outlined regarding privacy and security and hit the "Submit" button. Hitting "Submit" finalizes the process and emails a notification to your instructor(s) about your accommodations.

Please indicate if your accommodations require any changes

My accommodation(s) are correct the way they are

Optional note:

### Terms

Website Privacy & Security Policy We are committed to ensuring the privacy and accuracy of your confidential information. We have the utmost respect for your privacy and will not share your personal information with anyone without your explicit permission. All services provided on this Website are alternatively available in person. Information we collect about you  
===== We will only collect and process your personal data for the purposes of providing the services delivered by this Website. In addition some information is automatically collected and stored in the server logs, such as your Ip address. Providing personal data is voluntary. There will be a minimum data that we need to collect from you for the services that you sign up to. We will let you know what data we require, if you wish to use our services, by indicating in the relevant fields of the webforms. Statistics ===== The Website is regularly monitored in order to supply you with the best service and to meet your expectations. For this purpose, we consult the statistics relating to use of our Website and develop the Website on the basis of this data. Your information may also be used in our reports. User statistics are anonymous. Security ===== The Website uses a secure server to protect your information data. Secure server software is used to encrypt the information exchanged between your Web browser and our Website. This measure ensures the security of all your transactions

I agree to the terms outlined above

Cancel

ClockWork Online Student Access

>> End of Guide <<