

# Sending Your Accommodation Letters

## Getting Started

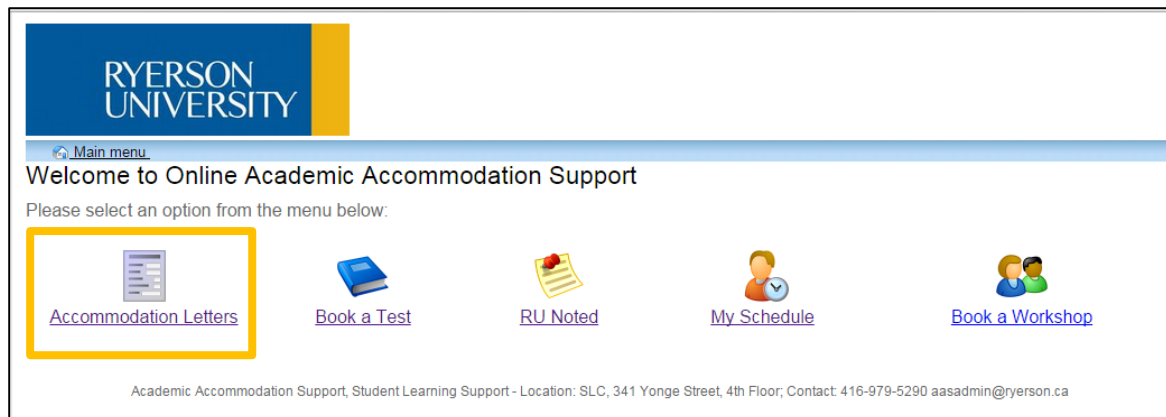
Once registered with Academic Accommodation Support (AAS), you need to *activate* your academic accommodations each semester by sending your accommodation letters to professors. To do so, log onto to our [Academic Accommodation Support Online System \(Clockwork\)](#) and follow the steps to send your letters electronically.

## Steps

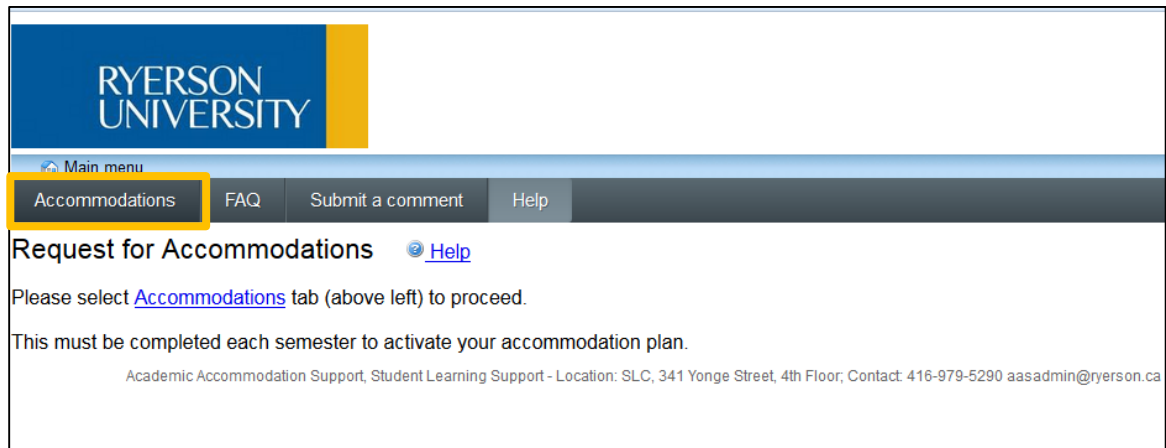
1. Go to our Online Academic Accommodation Support system:

<https://clockwork.ryerson.ca/ClockWork/custom/misc/home.aspx>

2. Once there, select: **Accommodation Letters**



3. Next, select: **Accommodations** (top left corner)



4. Login with your **my.ryerson** user name and password

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### Self-registration

Please log in

To access this site you will need to log in with your user name and password. Please remember to log out when you are done.

User-name:

Password:

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5. Select: **Request** for any class (right hand column)

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### Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term:

Course	Status	Request	Letter
Introduction to SLS SLS CW Section 01	<b>Waiting for student to request</b> Please click the 'Request' button to the right in order to complete the request process.	<input type="button" value="Request"/>	

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6. Review your accommodations and check the accommodations you wish to apply for each class for which you will request accommodations (there is a “select all” option)

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### 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:**

- Semi Private Room
- Extra time: 25%
- Computer with spell check
- Electronic format: Word
- Professor to face class when speaking
- Student note taking support
- Rest or short break from class.
- Extended time to complete assignments and/or labs. The student will request the extension in advance of the due date.

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

**Courses to request:**

- Introduction to SLS SLS CW section 01  
Estefania estefania.toledo@ryerson.ca

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

Please indicate if your accommodations require any changes:

My accommodation(s) are correct the way they are  
 I need additional accommodations (please contact your Facilitator)  
 I need to change or remove an accommodation (please contact your Facilitator)

Optional note:

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

I agree to the terms outlined above

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7. Indicate if your accommodations are correct.

- Note: if you select need changes, additions or deletions to your accommodation, the letters will not send to professors – your facilitator will be in touch

and/or labs. The student will request the extension in advance of the due date.

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

Please indicate if your accommodations require any changes:

- My accommodation(s) are correct the way they are
- I need additional accommodations (please contact your Facilitator)
- I need to change or remove an accommodation (please contact your Facilitator)

Optional note:

8. If in agreement with terms, select **I agree to terms outlines above** and **Submit**.

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

I agree to the terms outlined above

Submit

Cancel

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9. You're done! Your accommodations have sent to your professor(s).

## Important

If you receive a message stating "your accommodations have expired," please contact us. We can help.

## Contact Us

### Academic Accommodation Support

4th floor, Student Learning Centre (SLC), 341 Yonge Street, Toronto, Ontario, M5B 1S1

Phone: 416-979-5290 Fax: 416-979-5094

Email: [aasadmin@ryerson.ca](mailto:aasadmin@ryerson.ca)

Website: [www.ryerson.ca/studentlearningsupport](http://www.ryerson.ca/studentlearningsupport)