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 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

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

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

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**

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