

## Office for Accessible Education

Dear Professor,

ClockWork is the online management system for university-approved accommodations. With this system, you can:

- View, print, and save student accommodation letters
- Schedule exams, share instructions, and upload Word and PDF files for students testing in our center
- Confirm testing appointments made by students in your courses

To get started:

1. Log in to your Single Sign On (<https://sso.loyno.edu/>).

*If you experience technical difficulty during login, please contact the IT Help Desk directly by calling (504) 865-2255 or via email at [support@loyno.edu](mailto:support@loyno.edu).*

2. Click on the SSO app titled *ClockWork for Faculty*.



3. Click on *Courses* to review accommodation letters by course OR *Accommodations* to view a list of students with accommodations across all courses.

Students are responsible for notifying each instructor about their accommodations at the beginning of each semester OR as soon as they are fully registered with OAE. Instructors are responsible for accessing and acknowledging accommodation letters online and then implementing the accommodations as outlined. Please direct all questions or concerns about an accommodation to our office as soon as possible.

Thank you,

The Office for Accessible Education  
Student Success Center  
Monroe Library, 2<sup>nd</sup> Floor  
504-865-2990  
[oe@loyno.edu](mailto:oe@loyno.edu)