

Step 1: Login to MyPortal



FOOTHILL-DE ANZA
Community College District



Secure Login

Campuswide ID:

Password:

Submit

Reset

Step 2: Select Apps



FOOTHILL-DE ANZA
Community College District

Search

Go

Home

Getting Started

Apps

My Profile

Logout

Step 3: Select ClockWork

Students



academicworks



Academic Works



Adobe Sign Student Forms



Civic Impact



ClockWork

Step 4: Select ClockWork De Anza

Clockwork

Students

Clockwork provides online access for students quizzes/exams, schedule appointments with D members and view disability accommodation

[Clockwork Foothill Disability Services](#)

[Clockwork VET Login](#)

[Clockwork De Anza Disability Programs & Services](#)

Step 5: Select Accommodation Letters



Main menu

Welcome to the Online Student Services

Please select an option from the menu below:



DSPA Application



Accommodation Letters



Book a



Course



Step 6: Choose the correct term. Click Request for the class you need the accommodation letter.

Main menu

log out

Accommodations

FAQ

Submit a comment

Help

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: Fall Session 2020

Refresh

Course	Status	Request	Letter
Test Course 101 Section 1	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	

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

- Alternate Media Services
- Assistive Technology - Screen Reader
-
- Extended time for all timed quizzes, exams, & finals for in-person or online classes:: 1.5x
- Notetaking Assistance
- Registration Assistance for classes

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

Courses to request

Test Course 123 section Section 1

- Bidya Subedi subedibidya@fhda.edu

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

Step 7: Select the Courses and Request Your Accommodations. Check all that apply. Indicate whether your accommodations are correct or need to be changed.

Use Optional Note section to clearly list the additional accommodations listed.

Please indicate if your accommodations require any changes

- My accommodation(s) are correct the way they are. I consent to share my academic/accommodation information with all my instructors. ***Do not use optional notes.
- I need to update my accommodations. ***Use the optional notes section to clearly list the additional accommodations requested.

Optional note:

Terms **Step 8: Agree to Terms and click 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 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

Submit

Step 9: Download accommodation letter for each course by clicking Get Letter.

Request Accommodations

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Your courses:

Show term:

[Refresh](#)

Course	Status	Request	Letter
EDAC D240. Section 55 LAB	Confirmed Your Accommodation Letter has been Confirmed by your instructor.		Get letter
Test Course 101 Section 1	Sent Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		Get letter