STUDENT SERVICES

1. HOW TO REQUEST YOUR ACCOMMODATION LETTER?

In today's video, I'm going to show you how you can request your accommodation letters from the SAS Portal.

To access the SAS Portal, you have to go to FAU.edu/sas, and it will take you to this website here.

You will look for the red banner on the top, and then you will look for the word Portal and it doing to be the second to last one.

You are going to click on the word Portal, and it will take you here.

Here is some basic information about what you can do on the Portal, plus more tutorials.

And to logging, you would click on SAS Clockwork Online Portal.

After you click on the link, it will take you to this page.

Here, you will have six options.

For today we are going to use the Request Accommodation Letters, that is going to the third one on the right, and you are going to click it.

In here you will choose the first option, with the word accommodation.

And it will prompt you to log in, then you will type your FAU ID and your password and you are going to click login.

After you logging, you will be able to find your current classes in the first column, it will be this one here.

If you go all the way to the right side, you will see the Request column.

You will be able to request your accommodation lettI1.9(c)6.4.1(w)3.1 15 BDC 0.005 Tc -062 Td[-9.1(eg1c IPp(I1Mp(I1M6(i)5.g1c R))-6.(s)10.

I can see I have my exam; I have my appointment with my consultant.

Here you can select if you want to cancel your appointment, also you can have a copy for yourself by exporting to a PDF.

And it will download it for you to open it up and you can save it for yourself.

4. HOW TO REQUEST A NOTETAKER?

In today's video, I'm going to show you how you can request a notetaker for your classes.

Remember, before using the Online Notes Portal, you are required to read and agree to the terms and conditions in the Notetaking Assistance Agreement.

So, to get there first, you will log in the SAS Clockwork Online Portal.

And it will prompt you to log in, then you will type your FAU ID and your password and you are going to click Log In.

After you log in, it will take you to the main Portal website.

And you are going to click on "Courses Notes"

In here you will see the Agreement and you can read it.

And when you are ready, you are going to go to the first option on the left "Courses / Notes".

Here you will see your current classes for the semester

Then you will go to the second column that says "I require a notetaker"

And you will go to this button where it says, "change this" and it will automatically change to Yes, just make sure that it those that automatically.

To see the note, you will go to the "View uploaded notes" tab, that it will allow you to see when your notes were uploaded by the volunteer notetaker. It will be in the right side, and you can click on "View notes", it will be here.

Now you can review your final order and confirm this by clicking on the shopping cart icon in the bottom r