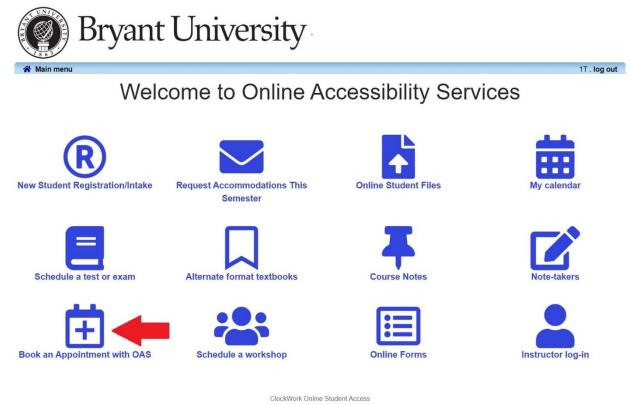
## How to Book an Appointment with the Office of Accessibility Services

1. Login to ClockWork and select the Book an Appointment with OAS icon.



2. Click the Schedule/Book an appointment link. These are in the banner and in a hyperlink within the text.



- Book a appointment
- Check your upcoming scheduled appointments

Please click the Book an appointment link in the menu in order to get started. You will be asked to login using your school login account once you are ready to book your appointment.

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3. After having navigated to the Appointment Availability page, select the drop-down menu "Show availability for" and select the type of appointment you would like. Then choose the date you would like to schedule your appointment for. The times listed in blue, are the available times for each OAS staff member. After choosing the staff member you would like to meet with, select the available time that matches your own schedule.

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Schedule a	an appointment Calendar FA	Q Submit a comment Help	
Appointme	ent Availability		Switch to list view
Show availa	ability for: Intake - General Accomm	odations Requests v and with whom: All	~
◀ today	<ul> <li>February 22, 2023</li> </ul>		
	1	February 22, 2023	
	Marie Saddlemire	Jason Caliri	Deb Arenberg
8am			*
9:00 - 9 Intake	:45 - General Accommodations Requests		
10am		10:00 - 10:45 Intake - General Accommodations Requests 10:45 - 11:30	+
11am		Intake - General Accommodations Requests	
12pm			12:00 - 12:45 Intake - General Accommodations Requests
1pm			12:45 - 1:30 Intake - General Accommodations Requests
2pm			
3pm			
4pm			
5pm			

4. Confirm your appointment details are correct. Be as detailed as possible when filling out the Appointment Reason box. This gives OAS staff the ability to better prepare for your appointment. Click the Confirm this Booking button once you are ready.

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Please confirm yo	ur booking	
Appointment de		
Appointment de	Wednesday February 22, 2023	
Time:	10:00 AM - 10:45 AM (45 minutes)	
Туре:	Intake - General Accommodations Requests	
With whom:	Jason Caliri	
Widi Wiloni.		
	detailed reason for booking your appointment with OAS below:	_
lease provide a		

5. To view or cancel your appointment go back to the ClockWork home page and select Book an Appointment with OAS again. You will then select Calendar in the banner at the top of the page.

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Schedule an appointment	Calendar	FAQ	Submit a comment	Help	· · · · · · · · · · · · · · · · · · ·
Book an appointment Welcome to the appointment bo • Book a appointment			use this website to:		

Check your upcoming scheduled appointments

Please click the **Book an appointment** link in the menu in order to get started. You will be asked to login using your school login account once you are ready to book your appointment.

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Date modified: 4/19/2023

6. In the Calendar tab you will see your upcoming events. You can view the details of the appointment, such as the type and who it is with. You will see the date and time as well as the status of the appointment. If you wish to cancel the appointment, click the cancel button on the far right.

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Schedule an appointment	Calendar	FAQ	Submit a comm	nent Help			
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				Date / time	Location	Status	Refree

After having booked your appointment with OAS, you will receive a confirmation email with the date and time of your appointment. If you have any questions, do not hesitate to reach out to the OAS at <u>accessibilitysvcs@bryant.edu</u> or 401-232-6830. As a reminder, the Academic Testing Center desk now serves as the main point of contact for OAS.