
Office for Accessible Education

Dear Faculty,

We are excited to introduce ClockWork, an online management system for university-approved accommodations. With this new technology, you will be able to:

- Quickly view student Course Accommodation Records for classroom, testing, and other accommodations
- Efficiently schedule exams and upload related document files for students who receive testing accommodations proctored in our center
- Confirm testing appointments made by students in your course(s)

To access your online account, follow the instructions below.

Go to: <http://clockwork.loyno.edu/clockwork/user/instructor/default.aspx>

Username: Enter your LOYNO email account name (everything before the @)

Password: Enter the first 2 letters of your first name + last 4 numbers of your SSN ("Default")

If you experience any difficulty with login, please contact the IT Help Desk at Extension 2255, externally at (504) 865-2255, or via email at helpdesk@loyno.edu to create a password reset request.

Important Note: *As always, students are responsible for notifying instructors of their approved accommodations at the beginning of each semester OR as soon as they are fully registered with OAE. Instructors are responsible for accessing and acknowledging Course Accommodation Records online and then implementing the accommodations as outlined. All inquiries or concerns about the appropriateness of an accommodation determination should be communicated directly to our office via phone, email, or in person.*

Thank you,

The Office for Accessible Education

Student Success Center

Monroe Library, 2nd Floor

504-865-2990

oe@loyno.edu