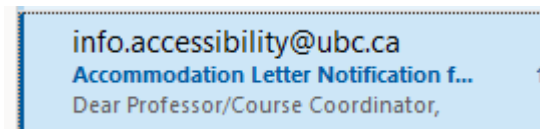




Accommodation Letter Notifications

Instructors/Course Coordinators will receive email notifications from info.accessibility@ubc.ca for each student in their course(s) who have 'sent' their Accommodation Letter to their instructor's portal using the online platform ClockWork.



The email notification will contain a link that will connect you with that student's letter directly from within ClockWork. From there you can download a copy of the letter for review/record keeping and acknowledge the letter on the platform.

1. Upon following the link contained within the email, you will be prompted to log in using your CWL credentials. Proceed as normal.



CWL Authentication

Login Name

Password

Login

Recover your CWL login or Reset your CWL password via Email

If you have a non-UBC email address associated with your CWL account you can either:

- ✓ [Recover your CWL Login Name](#)
- ✓ [Reset your CWL Password](#)

2. After logging in, you will be prompted to review the Accommodation Letter (Step 1) and confirm receipt (Step 2). The student's name and student ID will be displayed on the left-hand side. The course for which the letter is intended will appear on the right-hand side.



Accommodations for [redacted]

TEST_V 101 section 001 (2025S2)

Step 1: Review the accommodations letter

When you click on the button below, a copy of the student's accommodation letter will be provided for viewing and/or saving. Please review this letter and then proceed to step 2 below.

Review PDF Letter

Step 2: Confirm receipt of the accommodations letter

Please indicate below that you have received and reviewed this letter. If you have any questions or concerns please contact us.

☐ I acknowledge that I have received and reviewed this Accommodation Letter

Submit

Exam inquiries: 604-822-0952 | Accommodation inquiries: 604-822-5844

3. To view other letters from student(s) in the same or different courses for which you are the instructor, click on "Accommodation letters" at the top of the page:

Accommodation Letters

Show term: Summer Session Term 2 2025

Refresh

Accommodation letters for your students that are currently available are listed below. The 'Your confirmation' column lists the date that you confirmed receipt of the accommodation letter; blank entries mean that you have not yet confirmed receipt for that letter. To view a list of student letters by course, click the 'Courses' link above.

Course	Student	Date letter available	Your confirmation	Letter
LETR_V 101 section 001 (2025S2) Vancouver	[redacted]	Aug 15, 2025		View letter
ACOM_V 100 section 001 (2025S2)	[redacted]	Aug 15, 2025		View letter
TEST_V 101 section 001 (2025S2)	[redacted]	Aug 18, 2025		View letter
ACOM_V 200 section 002 (2025S2)	[redacted]	Aug 18, 2025		View letter
OTHR_V 100 section 001 (2025S2)	[redacted]	Aug 13, 2025	Aug 13, 2025	View letter