Submitting New Requests Additional Accommodations & Additional Documentation via ClockWork

Step One: Select here to be directed to the Office of Disability Resources' webpage.

Step Two: Select *Student Files*

Step Three: You will be prompted to verify your Drexel University credentials. Please log-in

Step Four: In the section *Submit File,* please upload any documentation (e.g., medical documentation, Student Request Form for Accommodations, etc.) that you would like for our office to review.

> **Important information when submitting:**
> - There is no limit to the number of documents that you can submit.
>   - *Please try to only submit relevant and recent documents that supports your request for accommodations. For additional information about Disability Resources' documentation guideline, please select here.*
> - Documents can only be uploaded one at a time.
> - Be sure to click "submit file" once you have selected a file.

Step Five: In the comment section, please put the following information:
- 8-Digit Student ID #
- Reason for submission (e.g., requesting additional accommodations, for ODR records, etc.)

Step Six: Once you have submitted the additional document(s), you will receive a confirmation email.

Please allow our staff member(s) 1-2 business days to add the additional document(s) to your file. All updates will be sent to the student's Drexel Email Account.