Step 1: Login to MyPortal

Step 2: Select Apps

Step 3: Select ClockWork

Step 4: Select ClockWork De Anza

Step 5: Select Accommodation Letters

Step 6: Choose the correct term. Click Request for the class you need the accommodation letter.
Step 7: Select the Courses and Request Your Accommodations. Check all that apply. Indicate whether your accommodations are correct or need to be changed. Use Optional Note section to clearly list the additional accommodations listed.

Step 8: Agree to Terms and click Submit

Terms

Website Privacy & Security Policy

We are committed to ensuring the privacy and accuracy of your confidential information. We will not respect your privacy or will not share your personal information with anyone without your explicit permission. All services provided on this Website are alternatively available in person. Information we collect about you:

Website uses a secure server to protect your information data. Secure server software is used to encrypt the information exchanged between your Web browser and our Website. This measure ensures the security of all your transactions.

I agree to the terms outlined above

Cancel Submit

Step 9: Download accommodation letter for each course by clicking Get Letter.