

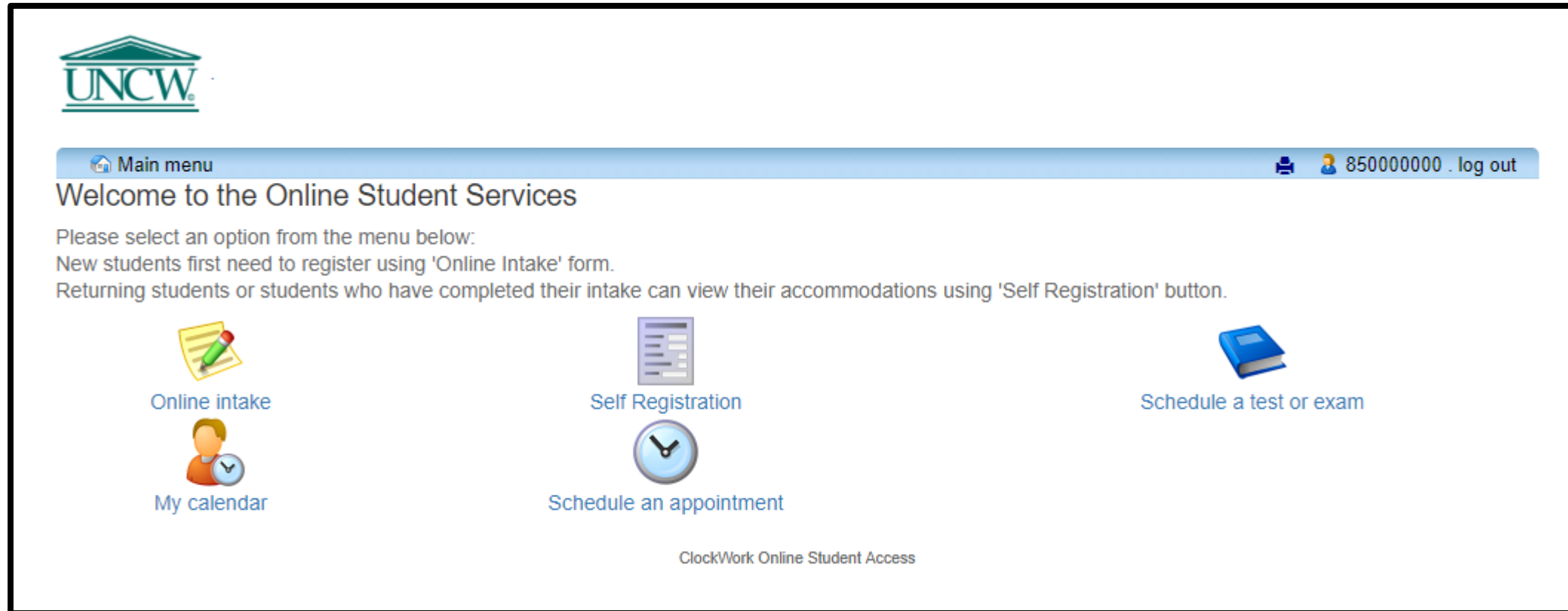
# DRC Student Portal: Appointment Scheduling

UNCW Disability Resource Center

[www.uncw.edu/disability](http://www.uncw.edu/disability)

910-962-7555

# Step 1: Access [DRC Student Portal](#)



The screenshot shows the UNCW Online Student Services portal. At the top left is the UNCW logo. A blue navigation bar contains a home icon, the text "Main menu", a printer icon, a user icon, the ID "850000000", and a "log out" link. Below the navigation bar, the heading "Welcome to the Online Student Services" is followed by instructions: "Please select an option from the menu below: New students first need to register using 'Online Intake' form. Returning students or students who have completed their intake can view their accommodations using 'Self Registration' button." There are five menu items, each with an icon and a label: "Online intake" (notepad and pencil icon), "Self Registration" (document icon), "Schedule a test or exam" (blue book icon), "My calendar" (person and clock icon), and "Schedule an appointment" (clock icon). At the bottom center, the text "ClockWork Online Student Access" is displayed.

UNCW

Home Main menu Printer 850000000 . log out

## Welcome to the Online Student Services

Please select an option from the menu below:  
New students first need to register using 'Online Intake' form.  
Returning students or students who have completed their intake can view their accommodations using 'Self Registration' button.

Online intake

Self Registration

Schedule a test or exam


My calendar



Schedule an appointment

ClockWork Online Student Access

# Step 2: Select “Schedule An Appointment”



 [Main menu](#)

  850000000 . [log out](#)

## Welcome to the Online Student Services

Please select an option from the menu below:

New students first need to register using 'Online Intake' form.

Returning students or students who have completed their intake can view their accommodations using 'Self Registration' button.



[Online intake](#)



[My calendar](#)



[Self Registration](#)



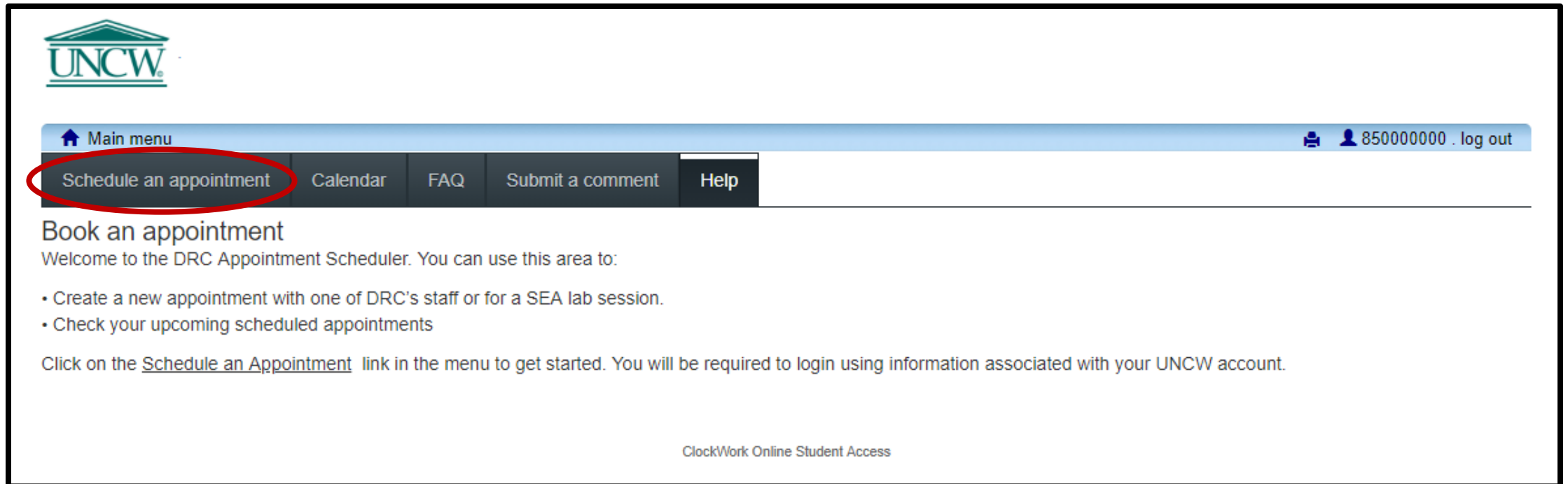
[Schedule an appointment](#)



[Schedule a test or exam](#)

ClockWork Online Student Access

# Step 3: Review Information Page and Select “Schedule an Appointment.”



The screenshot shows the UNCW DRC Appointment Scheduler interface. At the top left is the UNCW logo. A navigation bar contains a 'Main menu' link with a house icon and a user profile section with a printer icon, a user ID '850000000', and a 'log out' link. Below the navigation bar is a dark menu with five items: 'Schedule an appointment', 'Calendar', 'FAQ', 'Submit a comment', and 'Help'. The 'Schedule an appointment' item is circled in red. Below the menu, the heading 'Book an appointment' is followed by a welcome message: 'Welcome to the DRC Appointment Scheduler. You can use this area to:'. A bulleted list contains two items: 'Create a new appointment with one of DRC's staff or for a SEA lab session.' and 'Check your upcoming scheduled appointments'. Below the list is a paragraph: 'Click on the [Schedule an Appointment](#) link in the menu to get started. You will be required to login using information associated with your UNCW account.' At the bottom center, the text 'ClockWork Online Student Access' is displayed.

UNCW

Main menu

850000000 . log out

Schedule an appointment

Calendar

FAQ

Submit a comment

Help

### Book an appointment

Welcome to the DRC Appointment Scheduler. You can use this area to:

- Create a new appointment with one of DRC's staff or for a SEA lab session.
- Check your upcoming scheduled appointments

Click on the [Schedule an Appointment](#) link in the menu to get started. You will be required to login using information associated with your UNCW account.

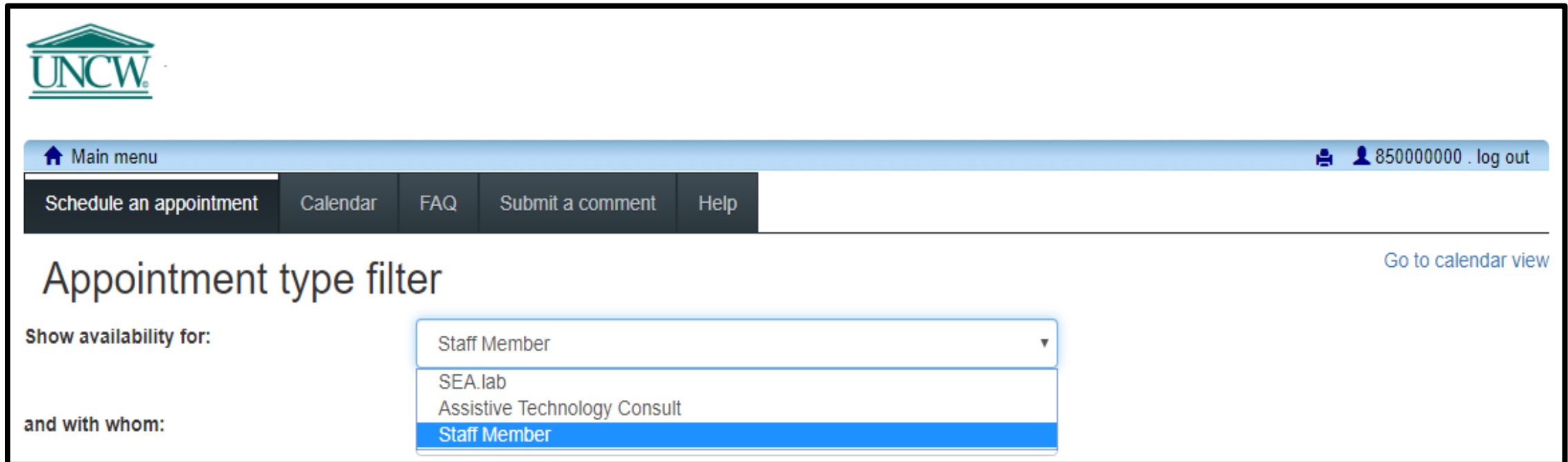
ClockWork Online Student Access

# Step 4: Select Appointment Type

**SEA.lab** (e.g. – Reading Strategies, Time Management, Study Skills, Notetaking Strategies, etc.)

**Assistive Technology** (e.g. – Read and Write Gold, Smart Pens, Personal Computer Accessibility, etc.)

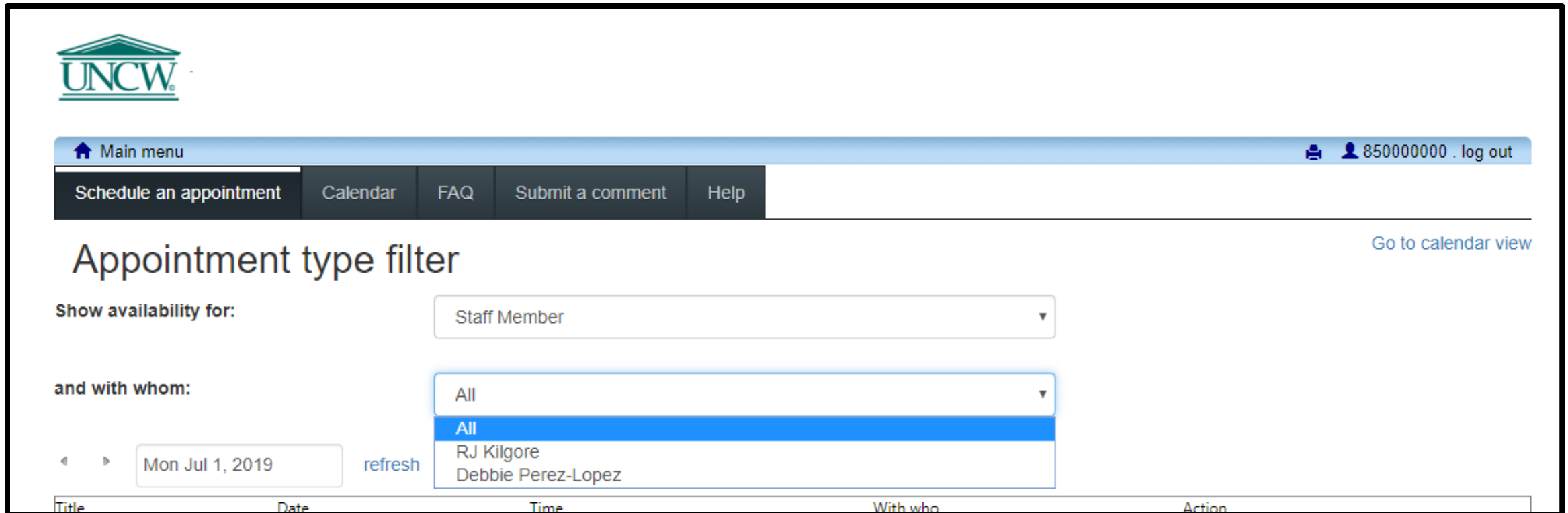
**Staff Member** (e.g. – Questions about accommodations or additional resources, academic concerns, etc.)



The screenshot shows the UNCW website's appointment scheduling interface. At the top left is the UNCW logo. A navigation bar contains a 'Main menu' link and a user profile section with a printer icon, a user ID '850000000', and a 'log out' link. Below the navigation bar is a dark menu with buttons for 'Schedule an appointment', 'Calendar', 'FAQ', 'Submit a comment', and 'Help'. The main content area is titled 'Appointment type filter' and includes a 'Go to calendar view' link. Under 'Show availability for:', there is a dropdown menu currently displaying 'Staff Member'. Under 'and with whom:', there is another dropdown menu with 'Staff Member' selected and highlighted in blue. The dropdown lists include 'SEA.lab', 'Assistive Technology Consult', and 'Staff Member'.



# Step 5: Select Whom You Wish to Meet

Students may select "All" to see availability for multiple DRC Staff Members



The screenshot displays the UNCW website's appointment scheduling interface. At the top left is the UNCW logo. A navigation bar includes a 'Main menu' link and a user profile '850000000 . log out'. Below this is a dark navigation bar with buttons for 'Schedule an appointment', 'Calendar', 'FAQ', 'Submit a comment', and 'Help'. The main content area is titled 'Appointment type filter' and includes a 'Go to calendar view' link. The 'Show availability for:' dropdown is set to 'Staff Member'. The 'and with whom:' dropdown is open, showing 'All' as the selected option, with other options being 'RJ Kilgore' and 'Debbie Perez-Lopez'. A date selector shows 'Mon Jul 1, 2019' with a 'refresh' button. At the bottom, a table header is visible with columns for 'Title', 'Date', 'Time', 'With who', and 'Action'.

UNCW

Home Main menu   850000000 . log out

Schedule an appointment Calendar FAQ Submit a comment Help

## Appointment type filter [Go to calendar view](#)

Show availability for:

and with whom:

- All
- RJ Kilgore
- Debbie Perez-Lopez

◀ ▶  refresh

Title	Date	Time	With who	Action
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# Step 6: Select Date and Time Slot

Title	Date	Time	With who	Action
Staff Member	Mon Jul 1, 2019	8:00 AM to 9:00 AM	RJ Kilgore	<a href="#">Schedule this time slot</a>
Staff Member	Mon Jul 1, 2019	10:00 AM to 11:00 AM	RJ Kilgore	<a href="#">Schedule this time slot</a>
Staff Member	Mon Jul 1, 2019	11:00 AM to 12:00 PM	RJ Kilgore	<a href="#">Schedule this time slot</a>
Staff Member	Mon Jul 1, 2019	12:00 PM to 1:00 PM	RJ Kilgore	<a href="#">Schedule this time slot</a>
Staff Member	Mon Jul 1, 2019	3:00 PM to 4:00 PM	RJ Kilgore	<a href="#">Schedule this time slot</a>
Staff Member	Mon Jul 1, 2019	4:00 PM to 5:00 PM	RJ Kilgore	<a href="#">Schedule this time slot</a>

# Step 7: Confirm Appointment Details and Describe Intended Purpose of Meeting

Please confirm your booking:

Appointment details

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Staff Member  
**Mon July 1, 2019 10:00 AM (1 hour)**  
RJ Kilgore  
Booking Information

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Student Pre-Booking Form

What is the intended purpose or topic of this appointment (e.g., SEA.lab: I would like to talk about time management and organization strategies)?