

# Student Accessibility Services Instructor Guide to SAS Portal



**CERRITOS  
COLLEGE**

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## Access Student Letters of Accommodation

Accommodation letters may be viewed and downloaded at any time. To get started, click on the Faculty SAS Portal on the SAS website at [www.cerritos.edu/sas/](http://www.cerritos.edu/sas/)

### STUDENT ACCESSIBILITY SERVICES (SA DSPS)

Students with limitations due to a disability may receive support services at Accessibility Services (SAS). Those students with physical, visual, hearing, sp and intellectual disabilities as well as other health conditions, acquired brai served.

#### 📣 SAS OFFICE UPDATE:

Even though the Student Accessibility Services office is closed, our services are still available to students. All appointments will take place online or by phone. You may reach us by phone or email as follows or click one of the yellow buttons below for more information:

PHONE: (562) 860-2451 ext. 2335

VP: (562) 274-7164

EMAIL: [sasapply@cerritos.edu](mailto:sasapply@cerritos.edu) ✉

APPLY TO SAS

SAS STUDENT PORTAL

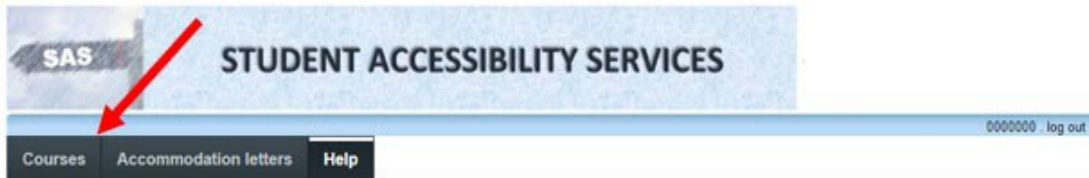
SCHEDULE APPOINTMENT

FACULTY SAS PORTAL

REGISTRATION INFO

INFO FOR FACULTY

You will automatically be directed to the help page. You may select “courses” from this page. After you make your selection, you will be prompted to login using your Cerritos College username and password.



#### Instructor Information

Welcome to the Cerritos College SAS Instructor Information website. You can use this website to:


View SAS approved accommodations that have been provided to your students

Email notifications from the Clockwork system will be directed to your preferred email address as you set using your PeopleSoft account. If you have any further questions, please refer to this Instructional Guide.

You may click the courses link in the menu above to get started. You will be asked to login using your Cerritos College PeopleSoft ID and password.

SAS Online Student Services  
PHONE: (562) 860-2451 ext. 2335  
VP: (562) 274-7164  
EMAIL: [sasapply@cerritos.edu](mailto:sasapply@cerritos.edu)

This page will display all courses that you currently teach for the selected semester. The system will default to the current semester. To view an upcoming semester's accommodation letters, select the arrow next to the drop-down menu and select the appropriate semester.

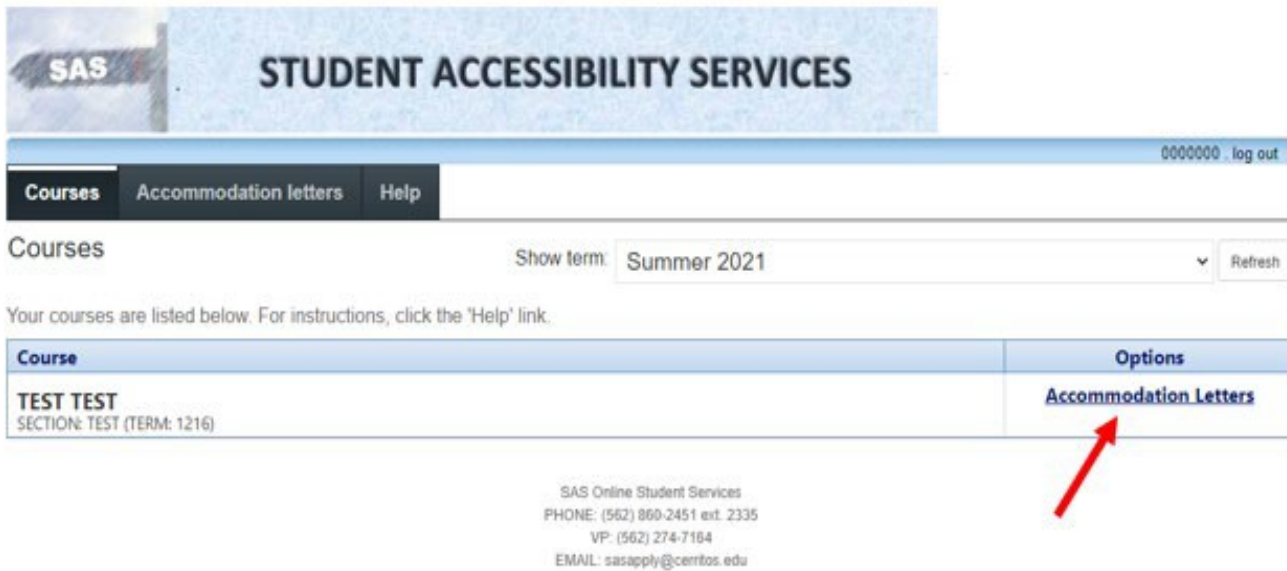


The screenshot shows the SAS Student Accessibility Services interface. At the top, there is a header with the SAS logo and the text "STUDENT ACCESSIBILITY SERVICES". Below the header, there is a navigation bar with three tabs: "Courses", "Accommodation letters", and "Help". The "Courses" tab is selected. In the top right corner, there is a user ID "0000000" and a "log out" link. Below the navigation bar, there is a "Courses" section with a "Show term:" dropdown menu set to "Summer 2021" and a "Refresh" button. A red arrow points to the dropdown arrow. Below this, there is a message: "Your courses are listed below. For instructions, click the 'Help' link." A table lists the courses:

Course	Options
TEST TEST SECTION: TEST (TERM: 1216)	<a href="#">Accommodation Letters</a>

At the bottom, there is contact information for SAS Online Student Services: PHONE: (562) 860-2451 ext. 2335, VP: (562) 274-7164, EMAIL: sasapply@cerritos.edu.

With the correct course selected, click "Accommodation Letters" to see any students in a specific course who have requested accommodations. Please check regularly as students may request accommodations throughout the semester.



This screenshot is similar to the first one, but with a red arrow pointing to the "Accommodation Letters" link in the "Options" column of the course table.

Course	Options
TEST TEST SECTION: TEST (TERM: 1216)	<a href="#">Accommodation Letters</a>

All SAS students who are enrolled in the selected course and have submitted letters will display alongside any student whose accommodation letter you have confirmed received. Select the student whose accommodation letter you would like to view by clicking the button next to their name and selecting “view letter.”

**SAS STUDENT ACCESSIBILITY SERVICES**

0000000 . log out

**Courses** Accommodation letters Help

### Accommodation Letters for TEST TEST TEST

Please select the student below:

TEST, TPRO

**View letter** Back to courses

SAS Online Student Services  
PHONE: (562) 890-2451 ext. 2335  
VP: (562) 274-7164  
EMAIL: sasapply@cerritos.edu

On the next page, select the “review PDF letter” button. A PDF file will pop up in your browser. If it is blocked, select “allow.” Then select “ok.”

**SAS STUDENT ACCESSIBILITY SERVICES**

0000000 . log out

**Courses** Accommodation letters Help

### Accommodations for TEST, TPRO, TEST

TEST TEST section TEST (1216)

#### 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**

SAS Online Student Services  
PHONE: (562) 890-2451 ext. 2335  
VP: (562) 274-7164  
EMAIL: sasapply@cerritos.edu

The student's accommodation letter and general message are enclosed; please read it in its entirety. You may save or print this file for future reference.



Student  
Accessibility  
Services

**CONFIDENTIAL**

Date: May 25, 2021

To: Prof. Test Instructor 1

Re: Accommodations for TPRO TEST; Student No. TEST  
Class: TEST TEST Section: TEST

---

TPRO is enrolled in your course and has documentation of a qualifying disability on file with **Student Accessibility Services (formerly DSPS)**. TPRO has been approved for the following accommodations:

**CLASSROOM ACCOMMODATIONS:**

- Sign Language interpreters
- Use of a spellchecker
- Accessible seating: table
- Excused disability-necessitated absences

**EXAM ACCOMMODATIONS:**  
None

Accommodations for students with disabilities minimize the impact of the disability on student performance and allow the student equal opportunity to demonstrate their knowledge. All accommodations are determined on an individualized basis. Please note that exam accommodations apply to all exams and quizzes, including those in both traditional and online classes.

**Some accommodations, such as preferential seating, will not apply in the online/remote environment, while others will be provided differently. For more info:**

- [Exam accommodations and proctoring info](#)
- [Information on captioning](#)
- [Making course materials accessible](#)


All information in this letter is confidential and is being provided with the student's permission. All discussions and dealings with the student should be conducted in a confidential manner outside of regular class time. Please refrain from discussing this information with, or in the presence of, other students and/or faculty without the student's consent.

If you have any questions or concerns regarding these requested accommodations, or need assistance implementing them, please contact me as soon as possible; my contact information is listed below.

Thank you for your assistance in ensuring that this student has access to his/her mandated accommodations.

Sincerely,

After closing the file, select the checkbox indicating that you have reviewed the letter and then select "submit."



**STUDENT ACCESSIBILITY SERVICES**

0000000 . log out

**Courses** | Accommodation letters | Help

Accommodations for TEST, TPRO . TEST TEST TEST section TEST (1216)

**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.*

**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

SAS Online Student Services  
PHONE: (562) 860-2451 ext. 2335  
VP: (562) 274-7164  
EMAIL: sasapply@centros.edu

The date the accommodation letter was viewed will be saved. Select the “accommodation letters” button to view all letters that have been sent by students in your class.

**SAS STUDENT ACCESSIBILITY SERVICES**

0000000 . log out

**Courses Accommodation letters Help**

Accommodations for TEST, TPRO . TEST TEST TEST section TEST (1216)

**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**

No action is required - you confirmed receipt of this Accommodations Letter on:

**May 25, 2021 . 9:58 AM**

SAS Online Student Services  
 PHONE: (562) 860-2451 ext. 2335  
 VP: (562) 274-7164  
 EMAIL: sasapply@cerritos.edu

All accommodation letters that have been submitted for any of your classes during the semester selected will display. Select “view letter” to view any file at a later time. When done, click “log out.”

**SAS STUDENT ACCESSIBILITY SERVICES**

0000000 . log out

**Courses Accommodation letters Help**

Accommodation Letters Show term: Summer 2021 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
TEST TEST section TEST (1216)	TEST, TPRO . TEST	May 24, 2021	May 25, 2021	<a href="#">View letter</a>

SAS Online Student Services  
 PHONE: (562) 860-2451 ext. 2335  
 VP: (562) 274-7164  
 EMAIL: sasapply@cerritos.edu

## Upload Testing Materials and Parameters

Your SAS account may be used to upload student testing information and materials. Only the instructor who submitted the test and certified SAS staff may access testing materials. All provided testing documents are stored on a secure SAS server and treated as highly confidential. Click the link below to start.

<https://clockwork.cerritos.edu/clockwork/user/instructor/default.aspx>

Please read the informational text and select the “courses” button.



### Instructor Information

Welcome to the Cerritos College SAS Instructor Information website. You can use this website to:

View SAS approved accommodations that have been provided to your students

Email notifications from the Clockwork system will be directed to your preferred email address as you set using your PeopleSoft account. If you have any further questions, please refer to this [Instructional Guide](#) or this [Instructional Video](#).

You may click the courses link in the menu above to get started. You will be asked to login using your Cerritos College PeopleSoft ID and password.

SAS Online Student Services  
PHONE: (562) 880-2451 ext. 2335  
VP: (562) 274-7164  
EMAIL: sasapply@cerritos.edu

Enter your Cerritos College user ID (ex: JSMITH) and password, then click login.

**Instructor Log In**

Please enter you Cerritos College User ID and password below.

**Log In**

SAS Online Student Services  
PHONE: (562) 880-2451 ext. 2335  
VP: (562) 274-7164  
EMAIL: sasapply@cerritos.edu

Please verify that the correct term is selected. You may view different terms by selecting the down-arrow to the right of the “show term” menu and from the menu select the term.

log out

**Courses** | **Accommodation letters** | **Help**

Courses Show term: **Fall 2021** Refresh

Your courses are listed below. For instructions, click the 'Help'

Course	Options
<b>A&amp;P 150 Intro To Human Anatomy</b> SECTION: 28982 LEC (TERM: 1219)	<a href="#">Tests and Exams</a>
<b>A&amp;P 150 Intro To Human Anatomy</b> SECTION: 29453 LAB (TERM: 1219)	<a href="#">Tests and Exams</a>
<b>BIOL 200 Principles of Biology</b> SECTION: 20117 LEC (TERM: 1219)	<a href="#">Tests and Exams</a>
<b>BIOL 200 Principles of Biology</b> SECTION: 21874 LAB (TERM: 1219)	<a href="#">Tests and Exams</a>

★ indicates that there is at least one future test/exam in the system for the course

The term selected will display all of the courses you teach for that session. To continue, select “Tests and Exams” next to the course which has an upcoming exam.

log out

**Courses** | **Accommodation letters** | **Help**

Courses Show term: **Fall 2021** Refresh

Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
<b>A&amp;P 150 Intro To Human Anatomy</b> SECTION: 28982 LEC (TERM: 1219)	<a href="#">Accommodation Letters</a> <a href="#">Tests and Exams</a>
<b>A&amp;P 150 Intro To Human Anatomy</b> SECTION: 29453 LAB (TERM: 1219)	<a href="#">Accommodation Letters</a> <a href="#">Tests and Exams</a>
<b>BIOL 200 Principles of Biology</b> SECTION: 20117 LEC (TERM: 1219)	<a href="#">Accommodation Letters</a> <a href="#">Tests and Exams</a>
<b>BIOL 200 Principles of Biology</b> SECTION: 21874 LAB (TERM: 1219)	<a href="#">Accommodation Letters</a> <a href="#">Tests and Exams</a>

★ indicates that there is at least one future test/exam in the system for the course



This will bring you to the Test/Exam Information screen. The page will show any of your previously scheduled tests for the course selected, and allow you to schedule additional tests for the course. To schedule a new test, select the mini calendar to the right of the "Date of test" field box.

Scheduled tests and examinations for:

**A&P 150 Intro To Human Anatomy section 28982 LEC (1219):**

(2021 Aug 16 to Dec 17)

Your scheduled accommodated tests for this course are listed below. You may use this page to add a new test or adjust the parameters of an existing one. To add a new test, click the calendar, add a date, and then select "add this test". To adjust parameters for existing tests select "confirm" next to the test definition.

Tell us about an upcoming test

Date of test:   [Add this test](#)

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	<b>August 15</b> Sunday (2021)	<b>8:00 AM (60 minutes)</b> <i>Last modified: 2021-08-15</i>	✔ Yes	✔ <a href="#">Review file</a>	<a href="#">Confirm/Edit</a>

Select the date when the exam will actually be taking place. Use the arrows to navigate between months. Then click "add this test".


Scheduled tests and examinations for:

**A&P 150 Intro To Human Anatomy section 28982 LEC (1219):**

(2021 Aug 16 to Dec 17)

Your scheduled accommodated tests for this course are listed below. You may use this page to add a new test or adjust the parameters of an existing one. To add a new test, click the calendar, add a date, and then select "add this test". To adjust parameters for existing tests select "confirm" next to the test definition.

Tell us about an upcoming test

Date of test:   [Add this test](#)

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action
Test	<b>August 15</b> Sunday (2021)	<b>8:00 AM (60 minutes)</b> <i>Last modified: 2021-08-15</i>	✔ Yes	✔ <a href="#">Review file</a>	<a href="#">Confirm/Edit</a>

The course, term, and test date previously selected will automatically populate on this page. You may select “cancel” at any time during the following steps to start over. Select the mini clock to the right of the “Test start time” text box to continue. Select the time the course starts and repeat for the time the course ends in the adjacent field. Do not include additional testing time as our office will account for any extra time.

log out


**1. Test details**  
[2. Students](#)  
[3. Test Information](#)  
[4. Submit changes](#)


### 1. Test / Exam Information


If you are submitting a midterm or quiz, please leave the "This is a final exam" box de-selected.

Course:   This is a final exam

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

Date of test:  

Test start time:  

Test end time:  

7:55am  
8:00am  
8:05am  
8:10am  
8:15am

Student Services  
2) 860-2451 ext. 2335  
VP: (562) 274-7164  
EMAIL: sasapply@cerritos.edu

With the correct times entered, click “Next”

log out


**1. Test details**  
[2. Students](#)  
[3. Test Information](#)  
[4. Submit changes](#)

### 1. Test / Exam Information

If you are submitting a midterm or quiz, please leave the "This is a final exam" box de-selected.

Course:   This is a final exam

Please enter the original test start and end times manually, or click on the clock icons to pick from a list. We will calculate and apply appropriate time extensions. If you must cancel this test booking, please contact us.

Date of test:  

Test start time:

Test end time:

Review the students who have scheduled this test with our office and the scheduled for test times. If a student is scheduled for a test time that does not match the length of the test for your class, please contact our office at (526) 860-2451 ext. 2335 so we may assist you. You can return to this page at a later date to see if any additional students sign up to take the test with SAS. When ready, select "Next".

[log out](#)

[1. Test details](#)  
**[2. Students](#)**  
[3. Test Information](#)  
[4. Submit changes](#)

### 2. Students scheduled to-date for A&P 150 Intro To Human Anatomy sect. 28982 LEC (1219)

Below is the list of students that have registered to write this test with SAS to date and the duration of their scheduled test (already includes SAS Specialist approved additional exam time). This is NOT a list of all SAS students currently enrolled in your course. If a student is scheduled for a starting test time that does not match the start time for your class, please contact our office at (562) 860-2451 ext. 2335 to make adjustments. You may access this page at any time to view updates. When ready, please click the 'Next' button at the bottom of the page to continue.

Student Name & ID	Date	Time
None yet.		

[Previous](#) [Next](#) [Cancel](#)

This page asks for detailed information on how the test will be transported and administered. Please complete the questions according to your tests parameters

[log out](#)

[1. Test details](#)  
[2. Students](#)  
**[3. Test Information](#)**  
[4. Submit changes](#)

### 3. Test Information for A&P 150 Intro To Human Anatomy sect. 28982 LEC (1219)

Please provide the following exam arrangement details:

I will deliver exam/s to the SAS office in the following way(s):

SAS may return completed exams to me in the following way(s):

All students in the course will be allowed to use the following:

- Open Book
- Scientific Calculator
- Graphing calculator
- Thesaurus
- Dictionary/Spellchecker

Other (specify):

Other exam requirement(s) (if applicable):

To make special arrangement, please contact SAS directly at 562-860-2451 ext. 2335

Last Updated 06/18/2021

[Previous](#) [Next](#) [Cancel](#)

Once the requested information has been provided, click “Next”.

[log out](#)

[1. Test details](#)  
[2. Students](#)  
**[3. Test Information](#)**  
[4. Submit changes](#)

### 3. Test Information for A&P 150 Intro To Human Anatomy sect. 28982 LEC (1219)

Please provide the following exam arrangement details:

I will deliver exam/s to the SAS office in the following way(s):

I will upload the materials to the confirmation page of this website (next page) ▼

SAS may return completed exams to me in the following way(s):

SAS may return exams to my instructor mailbox in the Administration Building ma ▼

All students in the course will be allowed to use the following:

- Open Book
- Scientific Calculator
- Graphing calculator
- Thesaurus
- Dictionary/Spellchecker


Other (Specify):

Student may use one 3x5 notecard

Other exam requirement(s) (if applicable):

To make special arrangement, please contact SAS directly at 562-860-2451 ext. 2335

Last Updated 06/18/2021

 [Previous](#) [Next](#) [Cancel](#)

The last page allows instructors to review the listed information and upload documentation. Click the “browse” button to search for the actual examination file.

[log out](#)

[1. Test details](#)  
[2. Students](#)  
[3. Test information](#)  
**[4. Submit changes](#)**

### 4. Confirm exam details for A&P 150 Intro To Human Anatomy sect. 28982 LEC (1219)

Please review the information below and click the “Submit changes” button at the bottom of this form to submit your changes. If you have any questions or concerns please do not hesitate to contact us at (562) 860-2451 ext. 2335.

#### Test details

A&P 150 Intro To Human Anatomy sect. 28982 LEC (1219)  
Tue August 31, 2021 . 8:00am - 9:30am

#### Test information


I will deliver exams to the SAS office in the following way(s):	<b>I will upload the materials to the confirmation page of this website (next page)</b>
SAS may return completed exams to me in the following way(s):	<b>SAS may return exams to my instructor mailbox in the Administration Building mailroom</b>
Open Book	<b>yes</b>
Scientific Calculator	<b>yes</b>
Thesaurus	<b>yes</b>
Other (Specify):	<b>Student may use one 3x5 notecard</b>

#### File upload


Note: If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the SAS testing center at least one business day in advance of your scheduled test or exam. When uploading files here, please submit documents that may be accessed using standard business software such as 1) Word documents (.doc, .docx), 2) PDF's (.pdf), 3) Excel Spreadsheets (.xls, .xlsx), 4) Powerpoints (.ppt, .pptx), or 5) Images (.jpg, .png, .gif, .bmp, .tif).

Select test/exam file to submit:

Select file...	<b>Browse ...</b>	No records to display.
		Previously uploaded tests:



**Please note** that you must click the [Submit changes](#) button in order to confirm your test to us.

 [Please print a copy for your records.](#)

[Previous](#) [Submit changes](#) [Cancel](#)

Navigate to the folder in your computer that holds testing materials and select the file that needs to be uploaded. It is recommended that instructors use the naming convention (your actual lastname, firstname, term, year, course, course number, exam number) for identification purposes. Once a file has been correctly uploaded, you should see the file name in to the right of the “select” bar. If desired, you may print a copy for your records by selecting “please print a copy...”

When ready, select “Submit Changes” to finalize the test.

### Test information

I will deliver exam/s to the SAS office in the following way(s):	<b>I will upload the materials to the confirmation page of this website (next page)</b>
SAS may return completed exams to me in the following way(s):	<b>SAS may return exams to my instructor mailbox in the Administration Building mailroom</b>
Open Book	<b>yes</b>
Scientific Calculator	<b>yes</b>
Thesaurus	<b>yes</b>
Other (Specify):	<b>Student may use one 3x5 notecard</b>

### File upload

**Note: If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the SAS testing center at least one business day in advance of your scheduled test or exam. When uploading files here, please submit documents that may be accessed using standard business software such as 1) Word documents (.doc, .docx), 2) PDF's (.pdf), 3) Excel Spreadsheets (.xls, .xlsx), 4) Powerpoints (.ppt, .pptx), or 5) Images (.jpg, .png, .gif, .bmp, .tif).**

Select test/exam file to submit:


A\_P 150 - Test 1.txt Remove Browse ...

No records to display.

Previously uploaded tests:

**Please note** that you must click the [Submit changes](#) button in order to confirm your test to us.

 [Please print a copy for your records.](#)


  
Previous **Submit changes** Cancel

If successful, the system should display the following message. Select “back to test listing” to confirm the test.

log out

**Courses** Accommodation letters Help

Test / Exam submission complete  
Thank you for submitting your test / exam.



Back to courses list **Back to test listing** Logout

SAS Online Student Services  
PHONE: (562) 880-2451 ext. 2335  
VP: (562) 274-7164  
EMAIL: sasapply@cerritos.edu

You will be brought back to the scheduled examinations page. You may select “confirm” to change any of the test characteristics previously entered. Follow the steps shown above to change any test items. When done, select “log out”.

log out


**Courses** Accommodation letters Help

Scheduled tests and examinations for:








**A&P 150 Intro To Human Anatomy section 28982 LEC (1219): Covill,Matthew S.** (2021 Aug 16 to Dec 17)

Your scheduled accommodated tests for this course are listed below. You may use this page to add a new test or adjust the parameters of an existing one. To add a new test, click the calendar, add a date, and then select "add this test". To adjust parameters for existing tests select "confirm" next to the test definition.

Tell us about an upcoming test

Date of test:   **Add this test**

Tests and exams:

Type	Date of test	Class test time	Previously confirmed	Submitted file	Action 
Test	<b>August 31</b> Tuesday (2021)	<b>8:00 AM (90 minutes)</b> <i>Last modified: 2021-08-24</i>	 Yes	 <b>Review file</b>	 <a href="#">Confirm/Edit</a>
Test	<b>August 15</b> Sunday (2021)	<b>8:00 AM (60 minutes)</b> <i>Last modified: 2021-08-15</i>	 Yes	 <b>Review file</b>	 <a href="#">Confirm/Edit</a>

Back to course list

If any submissions were made in error, or if any changes need to be made to the test, select “confirm” to change any of the test characteristics previously entered using the same steps.

Click “submit changes”. You will receive a confirmation and your test will be updated in our system.

### File upload

**Note:** If you are not able to upload a digital copy of the exam here, a paper copy of the exams, booklets and/or scantron sheets (for each student registered in your course) must be delivered to the SAS testing center at least one business day in advance of your scheduled test or exam. When uploading files here, please submit documents that may be accessed using standard business software such as 1) Word documents (.doc, .docx), 2) PDF's (.pdf), 3) Excel Spreadsheets (.xls, .xlsx), 4) Powerpoints (.ppt, .pptx), or 5) Images (.jpg, .png, .gif, .bmp, .tif).

Select test/exam file to submit:

A&P 150 - Test 1.txt	<a href="#">view</a> <a href="#">remove</a>
Previously uploaded tests:	

**Please note** that you must click the [Submit changes](#) button in order to confirm your test to us.

 [Please print a copy for your records.](#)

