How to Edit Testing Agreement – Faculty

Quick Guide

1. Log on to Colorado Mesa University’s website. Select “Getting Help”.

2. Then select “Accessibility Services”.

3. You will be routed to EAS’s page. Select “AIM FOR FACULTY”.

4. Each time you log into the Faculty AIM Portal you will be given the FERPA reminder. Simply click “Continue to View Student Accommodations” to be directed to your homepage.
5. Navigate to the left-side tool bar to select “Accommodated Testing”.

6. In the center of the page, select the course from the “List EAS Accommodated Testing Agreement”. Then, select “View” to edit that course agreement.
   *You will have to adjust each course separately.

7. Scroll down on the Testing Agreement to the “Exam Type(s)” section to adjust regular class exam length. Select “Update EAS Accommodated Testing Agreement”. Repeat as necessary for other sections/courses.