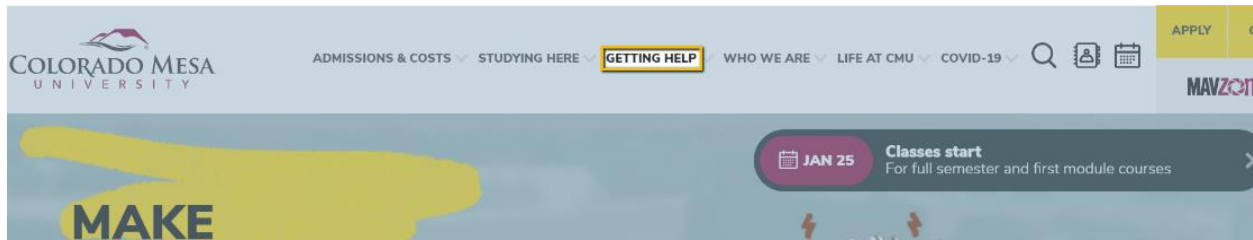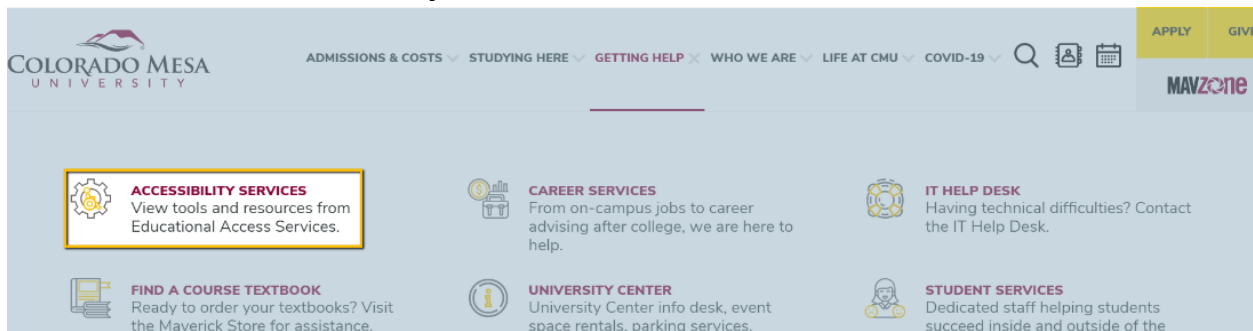# How to Edit Testing Agreement – Faculty

Quick Guide
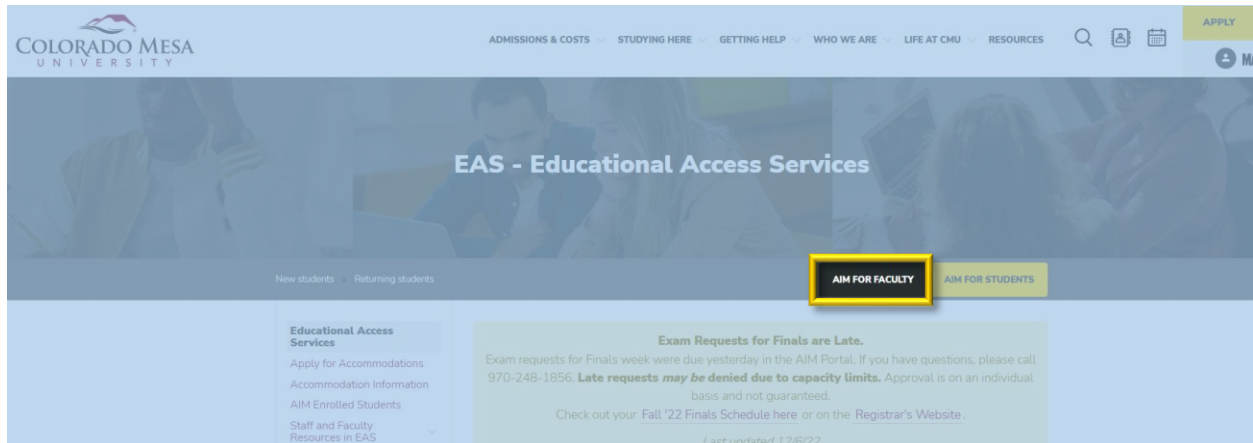
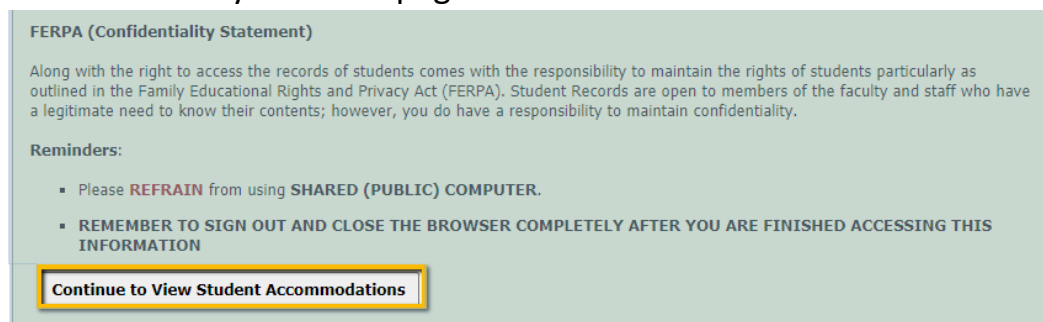1. Log on to Colorado Mesa University's website. Select **"Getting Help"**.

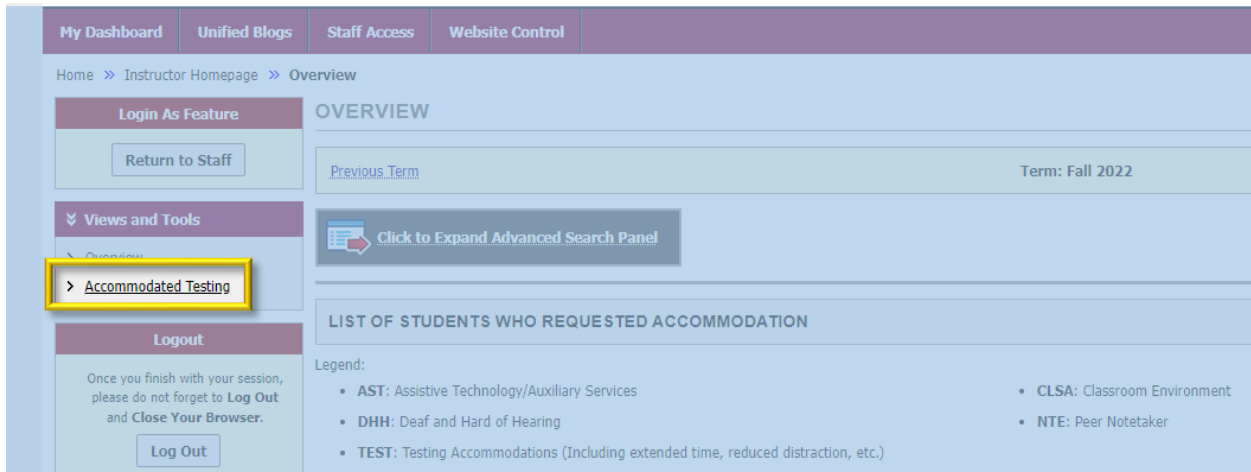2. Then select **"Accessibility Services"**.

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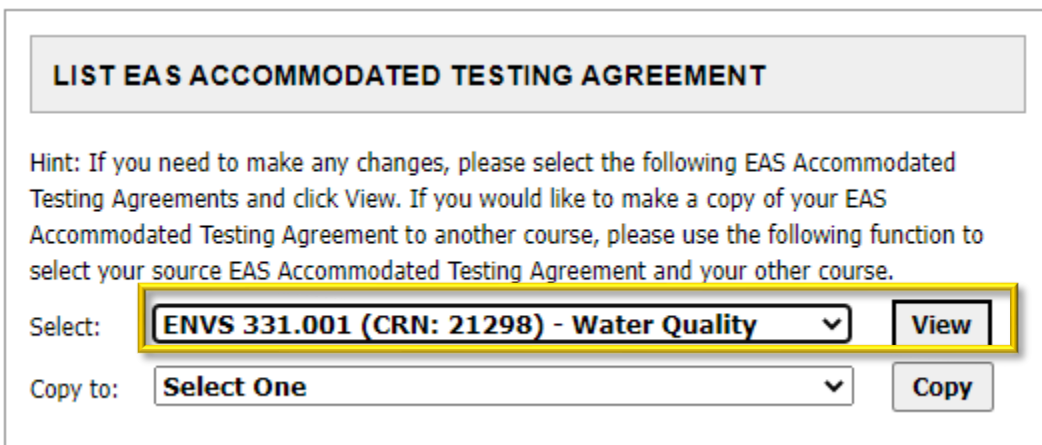
7. Scroll down on the Testing Agreement to the **"Exam Type(s)"** section to adjust regular class exam length. Select **"Update EAS Accommodated Testing Agreement"**. Repeat as necessary for other sections/courses.