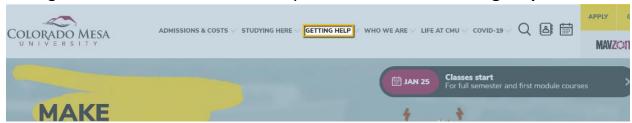
## How to Edit Testing Agreement – Faculty

Quick Guide

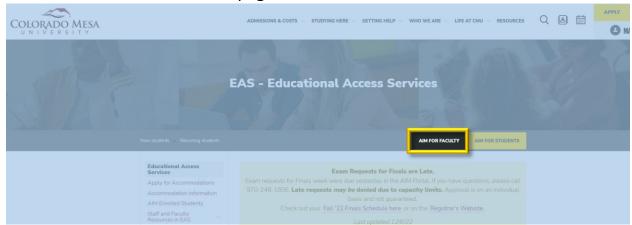
1. Log on to Colorado Mesa University's website. Select "Getting Help".



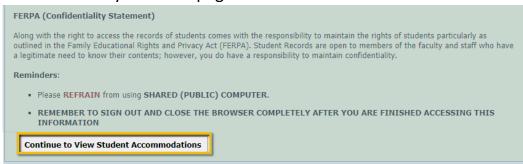
2. Then select "Accessibility Services".



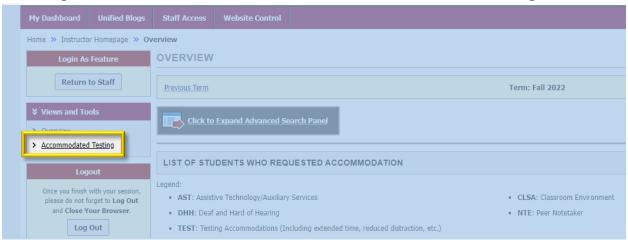
3. You will be routed to EAS's page. Select "AIM FOR FACULTY".



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.
- Hint: If you need to make any changes, please select the following EAS Accommodated
  Testing Agreements and click View. If you would like to make a copy of your EAS
  Accommodated Testing Agreement to another course, please use the following function to
  select your source EAS Accommodated Testing Agreement and your other course.

  Select: ENVS 331.001 (CRN: 21298) Water Quality View

  Copy to: Select One Copy
- 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.

