How to Use the Faculty AIM Portal
Quick Guide

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

2. Then click “Accessibility Services”

3. You will be routed to EAS’s page. Select “Faculty and Staff Information”

4. Click the button “Faculty AIM Portal.” You may be asked to sign in, use you CMU username and password.
5. 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.

6. **The Instructor Homepage provides the following information:** Lists the names of all student who are enrolled in you class(es) and have requested to use their accommodations. Select **View** next to the student’s name to review a copy of the student’s Faculty Accommodation Memo
Select the **student’s name** to contact the student via their school email
Select **Alternative Testing** to View and Edit exam requests and agreements.
7. **Alternative Testing** allows faculty to:
   (a) initiate EAS Accommodated Testing Agreements
   (b) Select if you will be proctoring your own exams or indicate there are no exams in the course
   (c) View completed agreements
   (d) Copy agreements among courses

8. **Questions?** Contact EAS 970-248-1856 or eas@coloradomesa.edu