

How to Register and Request ASL or CART Services via AIM

Create or access an account for requesting interpretation or CART services through AIM at Colorado Mesa University.

Account Identification

1

Navigate to <https://elbert.accessiblelearning.com/s-ColoradoMesa/CustomRequest.aspx>

Enter an Email Address to create an account for coordinating services. The person completing the request must have access to this email for verification purposes.

The screenshot shows the 'CUSTOM REQUEST' page on the Colorado Mesa University website. At the top left is the university logo. Below it, the page title 'CUSTOM REQUEST' is displayed. A navigation menu on the left includes 'Services Home', 'Instructor Portal', and '/Resume Application'. The main content area features a 'Note: Required fields are marked with an asterisk (*).' followed by a 'CONTACT INFORMATION' section with an 'Email Address *' field. Below this is a yellow 'FORM SUBMISSION' section containing a 'FIND YOUR ACCOUNT >' button. The breadcrumb 'HOME > CUSTOM REQUEST' and links for 'LIST REQUESTS' and 'ADD E' are visible at the top right.

970-248-1856

Educational Access Services
eas@coloradomesa.edu

Houston Hall 108

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Click "Find Your Account" whether it is your first time making a request or your tenth.

The screenshot shows the 'CUSTOM REQUEST' page. At the top left, there is a 'HOME' button and a navigation menu with links: '> Online Services Home', '> Instructor Portal', and '> Start/Resume Application'. Below the menu is a 'Theme:' selector with icons for desktop, light, and dark themes. The main content area has a breadcrumb 'HOME >> CUSTOM REQUEST' and a 'LIST REQUESTS' link. A note states: 'Note: Required fields are marked with an asterisk (*).'. Below this is a 'CONTACT INFORMATION' section with an 'Email Address*' field. Further down is a yellow 'FORM SUBMISSION' section containing a button labeled 'FIND YOUR ACCOUNT >', which is circled in red. At the bottom, a footer contains the text: 'Version: 5.26.05 - Licensed to Accessible Information Management, LLC. Copyright © 2010-2026 by Haris Gunadi. All rights reserved.'

Sponsor Detail Submission

3

If it is your first time, you will be prompted to complete "Sponsor Detail" to create an account. Enter the contact person's first and last name, the relevant department as applicable, and the contact's phone number.

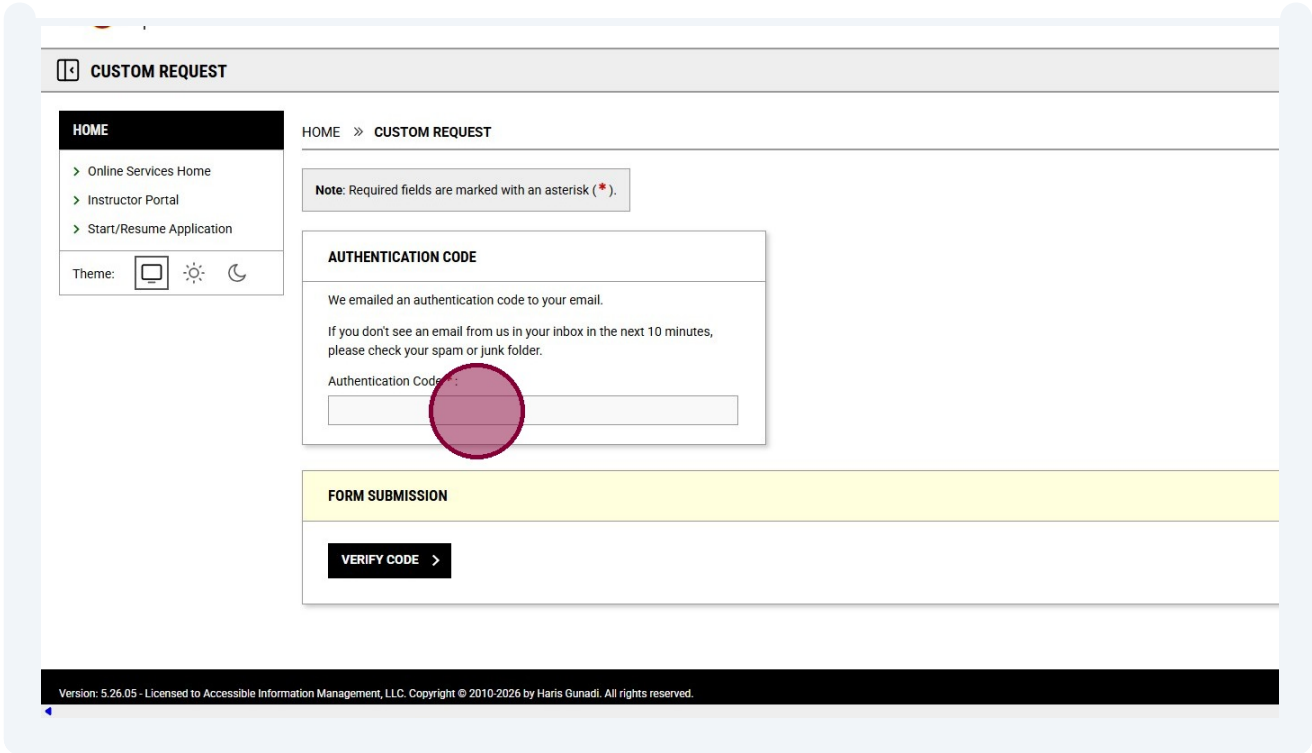
The screenshot shows the 'CUSTOM REQUEST' page with the 'SPONSOR DETAIL' form. The navigation and theme elements are the same as in the previous screenshot. The 'SPONSOR DETAIL' form includes the following fields: 'Contact Person*' (circled in red), 'Department', 'Phone Number' (with a dropdown menu set to 'United States of America (+1)'), and 'Email Address*' (with the value 'samantha_bkr@yahoo.com'). Below the form is a yellow 'FORM SUBMISSION' section.

4 Click "Create Account" once all fields have been filled in the "Sponsor Detail".

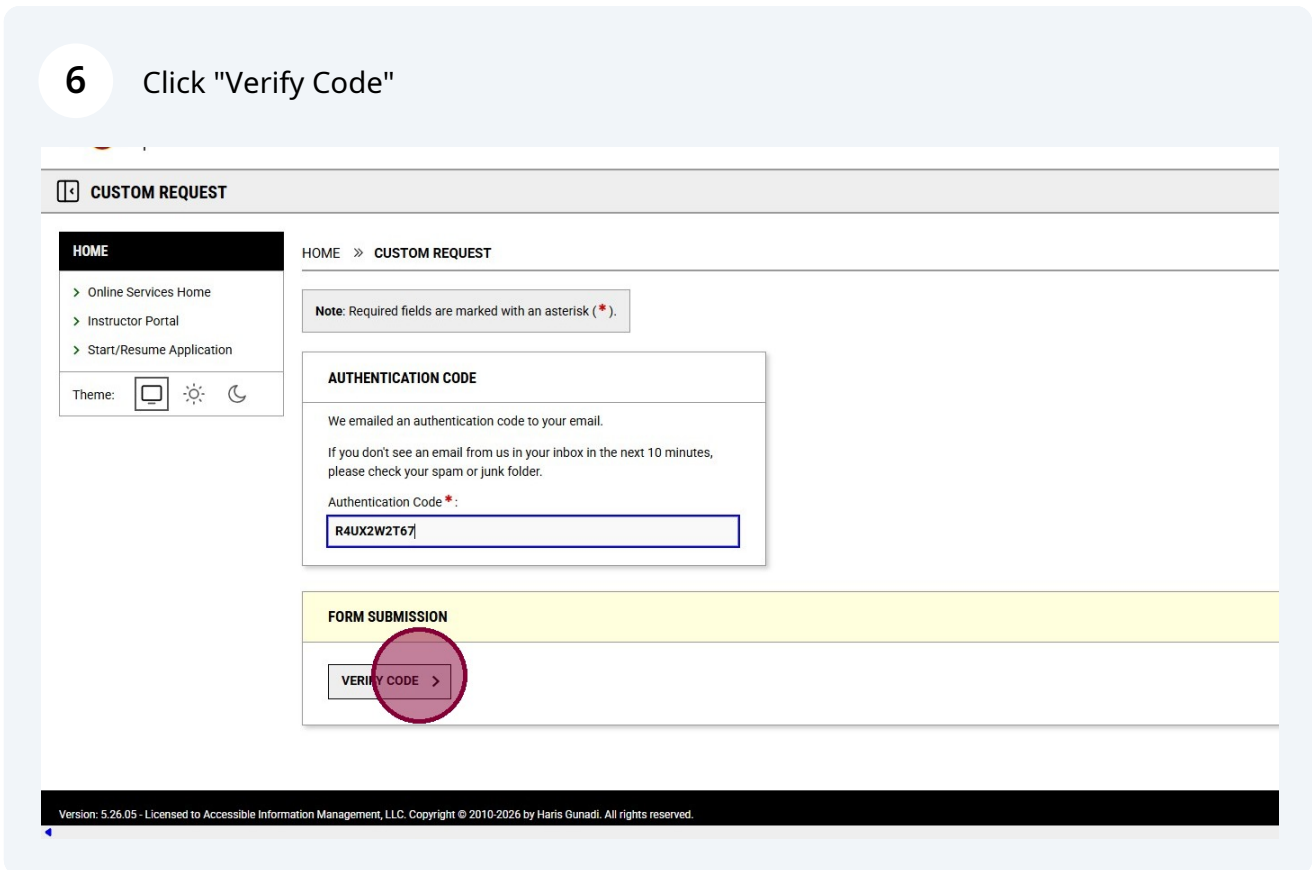
The screenshot shows a web interface with a sidebar on the left containing navigation links: '> Online Services Home', '> Instructor Portal', and '> Start/Resume Application'. Below these is a 'Theme:' section with icons for light, auto, and dark themes. The main content area features a 'Note: Required fields are marked with an asterisk (*).' above a 'SPONSOR DETAIL' form. The form includes the following fields: 'Contact Person *' with the value 'Rowdy Maverick', 'Department' with 'Student Services', 'Phone Number' with a dropdown set to 'United States of America (+1)' and a text box containing '970-123-4567', and 'Email Address *' which is currently empty. Below the form is a yellow 'FORM SUBMISSION' bar containing a 'CREATE ACCOUNT >' button, which is circled in red. At the bottom of the page, a black footer contains the text: 'Version: 5.26.05 - Licensed to Accessible Information Management, LLC. Copyright © 2010-2026 by Haris Gunadi. All rights reserved.'

Identity Verification

5 Whether you just created an account or are returning to your account, you will be sent an authentication code to the email entered previously. Enter the Authentication Code.



6 Click "Verify Code"



Request Management

7

To start a new services request, Click "Add New Request". Complete the subsequent form questions and Click "Add New Request".

FLORADO MESA UNIVERSITY

QUEST

HOME » CUSTOM REQUEST LIST REQUESTS ADD EVENT

Note: Required fields are marked with an asterisk (*).

SPONSOR DETAIL

Contact Person*:
Rowdy Maverick

Department:
Student Services

Phone Number:
United States of America (+1) 9701234567

Email Address:
samantha_bkr@yahoo.com

CUSTOM REQUEST

ADD NEW REQUEST > VIEW PAST REQUESTS >

FORM SUBMISSION

8

To view requests that have passed, Click "View Past Requests". To view upcoming event requests, scroll down to "Future Scheduled Events".

FLORADO MESA UNIVERSITY

QUEST

HOME » CUSTOM REQUEST LIST REQUESTS ADD EVENT

Note: Required fields are marked with an asterisk (*).

SPONSOR DETAIL

Contact Person*:
S

Department:
EAS

Phone Number:
United States of America (+1) 970248

Email Address:

CUSTOM REQUEST

ADD NEW REQUEST > VIEW PAST REQUESTS >

FORM SUBMISSION