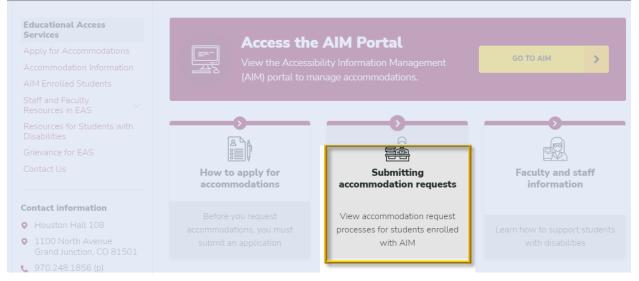
## How to Request Interpretation Services

**Step 1**: Navigate to the EAS page by selecting Getting Help from the top menu and then selecting Accessibility Services on the top left.



**Step 2**: Select Submitting accommodation requests OR select AIM Enrolled Students from the left navigation bar.



## Step 3: Select Interpretation services once you are on the AIM Enrolled Students page.

Educational Access Services	Active EAS Student Resources Students that have been approved for accommodations are able to do all of the following via their AIM				
Apply for Accommodations					
Accommodation Information	Portal: send accommodations to professors, request alternative formatting, and schedule exams in the				
	EAS office. More information and how to videos can be found in the menus below. Contact EAS if you have any concerns or problems completing these requests.				
Staff and Faculty Resources in EAS	any concerns of problems completin				
Resources for Students with Disabilities	=Q				
Grievance for EAS		JOP			
Contact Us	Sending accommodations	Request alternative formats	Schedule an exam		
Contact information					
• Houston Hall 108			0 ===		
• 1100 North Avenue Grand Junction, CO 81501					
<b>Ç</b> 970.248.1856 (p)	Disability-related absence communication	Interpretation services	Notetaking services		
eas@coloradomesa.edu					

**Step 4**: Click on the Interpretation Service Request button link in the second drop down menu. It will ask you for your email address to start the process. Click Submit Custom Request or Requests Status after submitting a request that you haven't heard back on.

COLORADO MESA UNIVERSITY Home				
Home » Deaf and Hard of Hearing	) - Custom Request			
Home     Online Services Home	DEAF AND HARD OF HEARING - CUSTOM REQUEST Important Note Please use the following fields as a first step to request your accommodation. If you have not requested any services from us, you will be asked to enter additional information before you can fill in your request. If you are a registered student with Educational Access Services and eligible for deaf and hard of hearing accommodation, please login to your account to complete your custom request.			
	Step 1       Email Address _::       Submit Custom Request       Requests Status			

**Step 5**: The next page will ask you to complete Sponsor Information - this is **YOUR Contact Information**. For department, please list the department you will be meeting with or the department you are from. Disregard the Index Number for Bill Back. Click Register Account.

COLORADO MESA UNIVERSITY					
Home					
Home » Deaf and Hard of Hearing - Custom Request					
¥ Home DEAF AND HA	Home DEAF AND HARD OF HEARING - CUSTOM REQUEST				
> Online Services Home Sponsor Inform	rmation				
	Contact Person *:				
	Department *:				
	Phone Number				
	Hint: Enter 10-digit number only.				
	Email Address <u>*</u> : mickeymouse@gmail.com				
Index N	Number for Bill Back: Note: Please specify your department index number for bill back.				
	Register Account				

**Step 6**: The next page will ask you for the event information that you need interpretation services for. Please provide any names of the people you are meeting with so your interpretation needs can be addressed promptly. Click Submit Custom Request.

Г	Event Information	
	Event Name:	
	Speaker(s):	
	Event Date	
	Event Date	Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).
	Time Start <u>*</u> :	Select V Select V
	Time End:	Select V Select V
	Location/Meeting Link:	
		Please specify where the event will be held in detail (i.e. address or building location). Meeting Link should be included if the event is held online (i.e. Zoom, Webex, etc).
	Best Way to Reach You:	
		//
		Request Type(s)
		Interpreting     Real-Time Transcribing
		Video Captioning
		Event Media/Materials
		DVD Video     Online Clip
		Power Point Slides     VHS Video
		Video File
	Note:	
	Note:	
		Submit Custom Request Cancel

**Step 7**: You will be informed when an interpreter is scheduled or if other arrangements need to be made.



EDUCATIONAL ACCESS SERVICES



eas@coloradomesa.edu

970.248.1856 Mon. - Fri. 8-5

