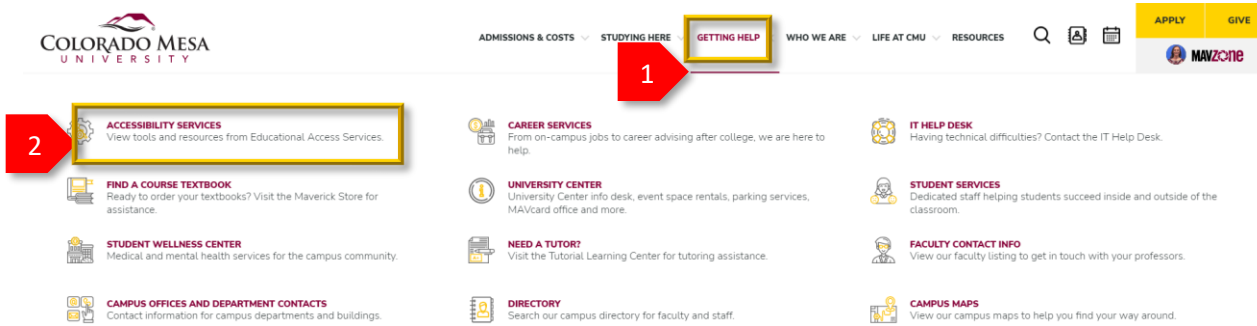
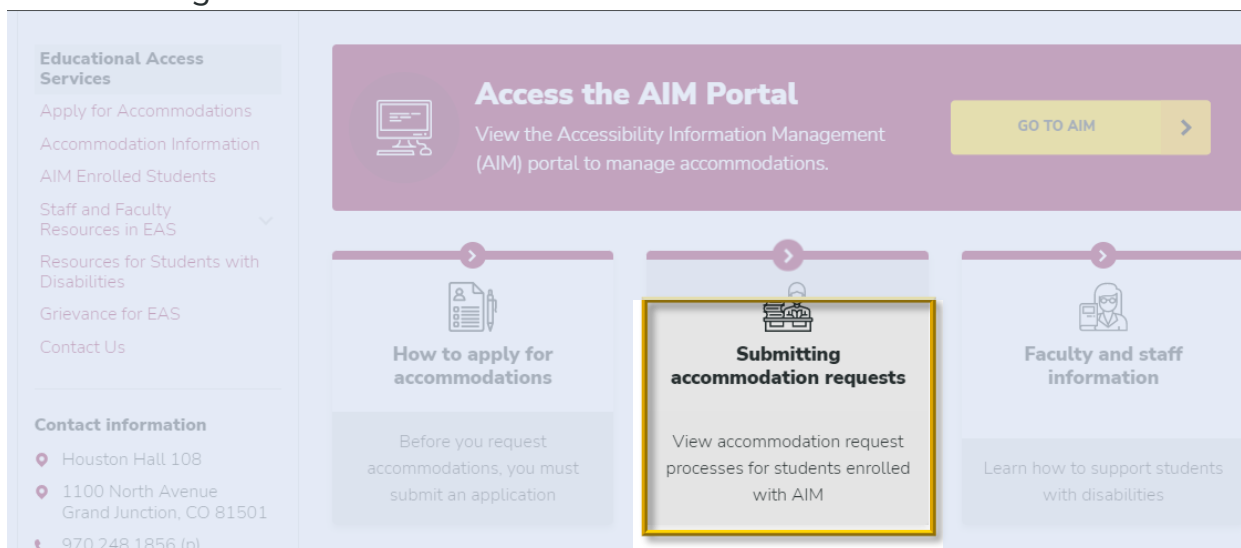


How to Request Interpretation Services

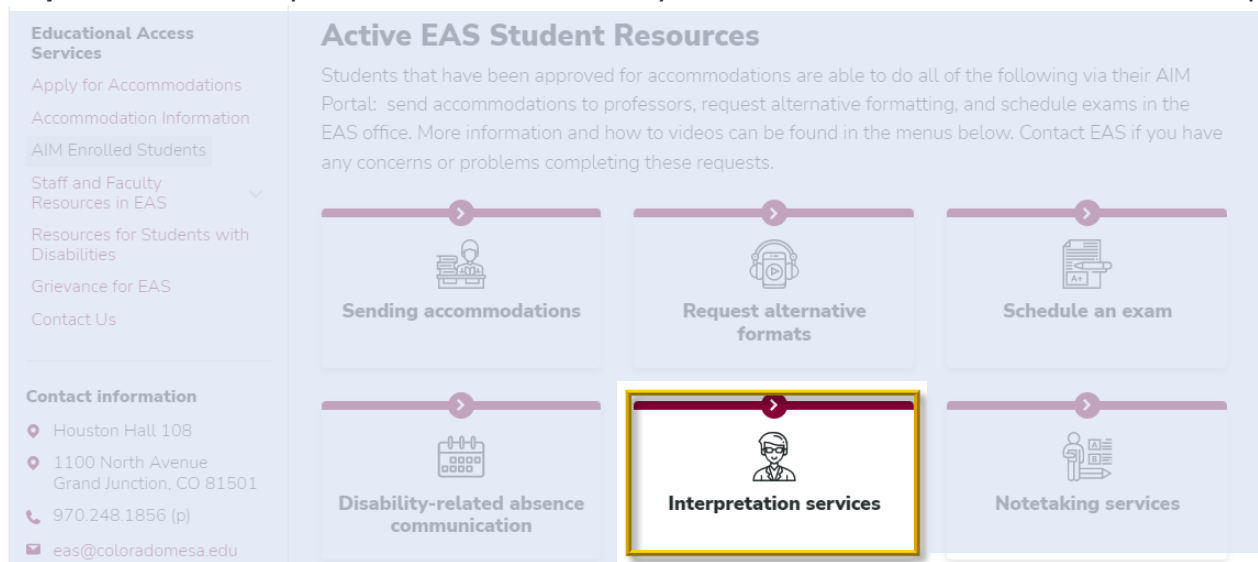
Step 1: Navigate to the EAS page by selecting Getting Help from the top menu and then selecting Accessibility Services on the top left.



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.



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.

The screenshot shows the Colorado Mesa University website interface. At the top is the university logo. Below it is a navigation bar with 'Home' highlighted. A breadcrumb trail reads 'Home >> Deaf and Hard of Hearing - Custom Request'. A sidebar menu on the left contains 'Home' and 'Online Services Home'. The main heading is 'DEAF AND HARD OF HEARING - CUSTOM REQUEST'. A yellow box contains an 'Important Note' about requesting accommodations. Below this is a 'Step 1' section with a form field for 'Email Address *:' and two buttons: 'Submit Custom Request' and '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.

This screenshot shows the same website interface as the previous one, but with the 'Sponsor Information' form completed. The form fields are: 'Contact Person *:', 'Department *:', 'Phone Number *:' (with a hint: 'Enter 10-digit number only.'), 'Email Address *:' (filled with 'mickeymouse@gmail.com'), and 'Index Number for Bill Back:' (with a note: 'Please specify your department index number for bill back.'). A 'Register Account' button is located at the bottom of the form area.

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.

Event Information

Event Name *:

Speaker(s):

Event Date *: Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Time Start *:

Time End *:

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:

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



Houston Hall 108