

How to Send My Accommodations

Quick Guide

1. Click the link [AIM Portal](#)

You might be asked to sign in. Use your MavZone username and password.

If this is your first time signing in—Read and Sign Confidentiality Agreements when prompted.

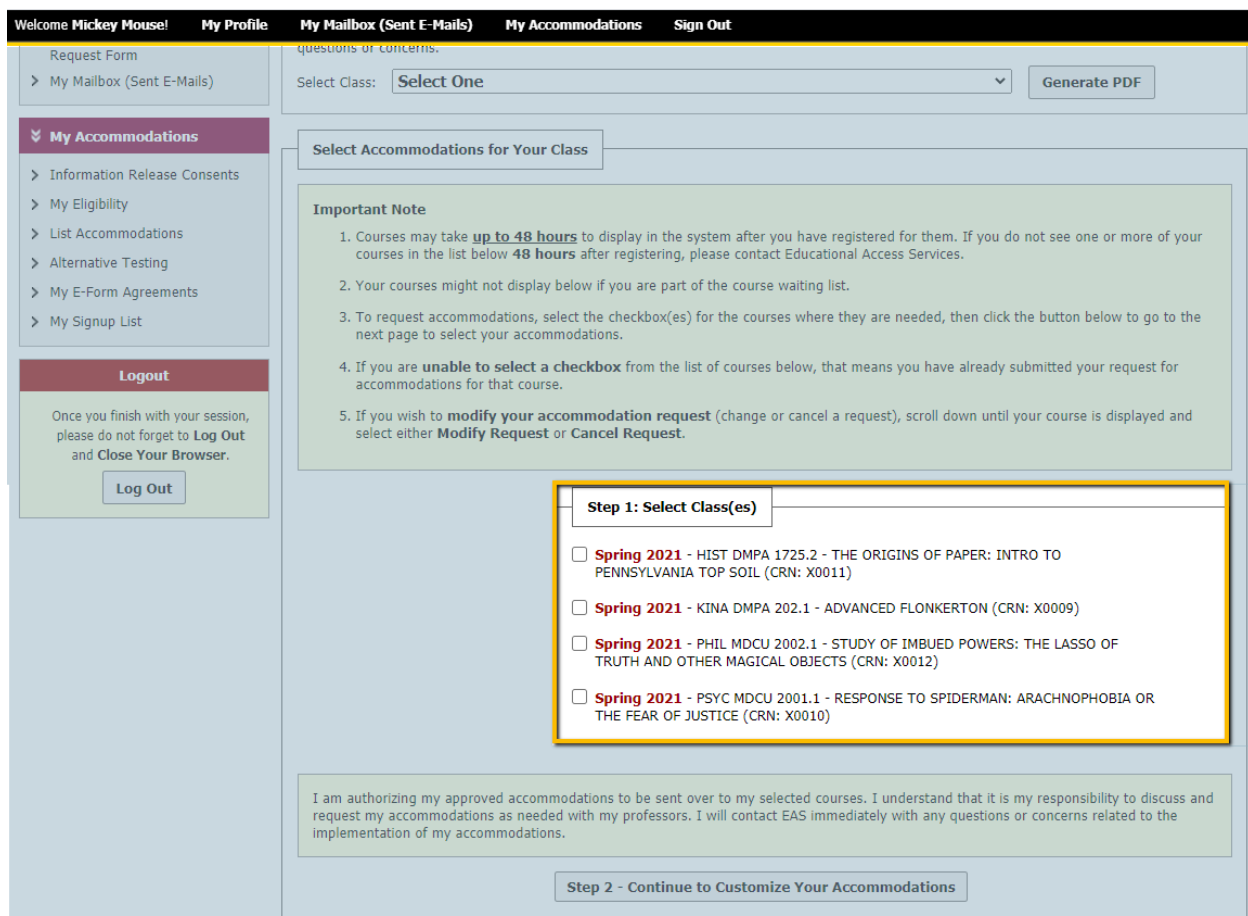


Colorado Mesa University logo

Username

Password

2. You will see a list of your registered classes in **Select Accommodations for Your Class**, “Step 1: Select Class(es).” Select classes by clicking the checkbox next to each one.



Welcome Mickey Mouse! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Request Form

> My Mailbox (Sent E-Mails)

My Accommodations

> Information Release Consents

> My Eligibility

> List Accommodations

> Alternative Testing

> My E-Form Agreements

> My Signup List

Logout

Once you finish with your session, please do not forget to Log Out and Close Your Browser.

Log Out

Select Class: Select One Generate PDF

Select Accommodations for Your Class

Important Note

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Educational Access Services.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Step 1: Select Class(es)

- Spring 2021** - HIST DMPA 1725.2 - THE ORIGINS OF PAPER: INTRO TO PENNSYLVANIA TOP SOIL (CRN: X0011)
- Spring 2021** - KINA DMPA 202.1 - ADVANCED FLONKERTON (CRN: X0009)
- Spring 2021** - PHIL MDCU 2002.1 - STUDY OF IMBUEED POWERS: THE LASSO OF TRUTH AND OTHER MAGICAL OBJECTS (CRN: X0012)
- Spring 2021** - PSYC MDCU 2001.1 - RESPONSE TO SPIDERMAN: ARACHNOPHOBIA OR THE FEAR OF JUSTICE (CRN: X0010)

I am authorizing my approved accommodations to be sent over to my selected courses. I understand that it is my responsibility to discuss and request my accommodations as needed with my professors. I will contact EAS immediately with any questions or concerns related to the implementation of my accommodations.

Step 2 - Continue to Customize Your Accommodations

3. Click the “Step 2 - Continue to Customize Your Accommodations” button

and Close Your Browser.

[Log Out](#)

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Step 2 - Continue to Customize Your Accommodations

4. Select the accommodation you are approved for and want to use in each class by clicking the check box. Then submit your request by clicking “Submit Your Accommodation Requests”

Final Step: Select Accommodation(s) for Each Class

BUGB 4001.1 - Senior Seminar: Somehow I Manage (CRN: X00030)

Instructor(s): **Sam Dieguez**

Days and Time(s): **MTWRF at 08:00 AM - 08:50 AM**

Date Range(s): **08/12/2021 - 12/17/2021**

Location(s): **H 139 (Campus: 1)**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for BUGB 4001.1

- Alternate Format Textbooks
- Enlarged Materials
- Record Lectures
- Testing Accommodations (Including extended time, reduced distraction, etc.)

Submit Your Accommodation Requests [Back to Overview](#)

Don't Forget – Talk to your professor to make sure they received your accommodations.