

Requesting Flexibility through AIM

Learn how to formally request flexibility for disability-related absences or flex turn-in date accommodations through the student AIM portal. Students should use this process, rather than emails, to request disability-related flexibility according to the Flex Plan.

Flex Plan Navigation

1

Navigate to AIM Portal on the EAS website: <https://elbert.accessiblelearning.com/ColoradoMesa/dashboard/Default.aspx>

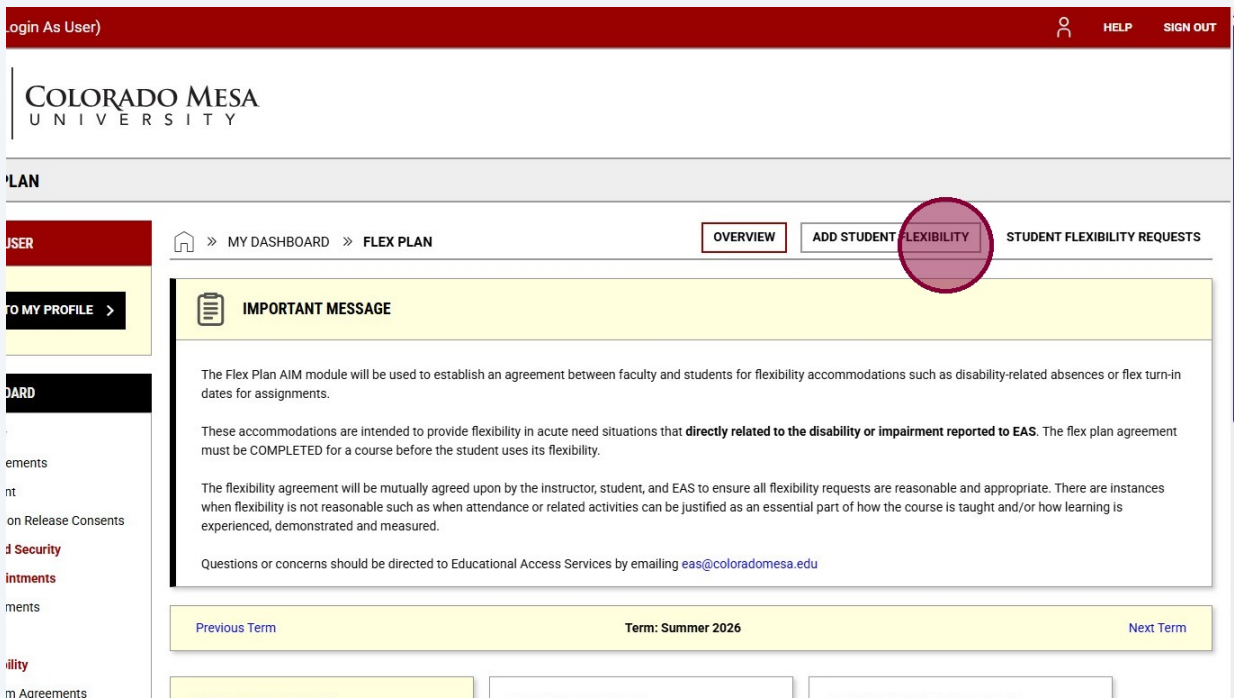
Click "Flex Plan" from the menu under Accommodations.

The screenshot displays the AIM Portal dashboard. On the left, a navigation menu lists various options under 'ACCOMMODATIONS', with 'Flex Plan' highlighted by a red circle. The main content area shows a 'List of Accommodation Requests' with one entry: 'EAT 101.001 - EAS ACCOMMODATED TESTING (CRN: 202603)'. Below this is a 'QUESTION?' section with contact information for Educational Access Services at Colorado Mesa University. A 'REQUEST AN APPOINTMENT' button is visible at the top right of the main content area. At the bottom left, there is an 'IMPORTANT DATES' section for July 03.



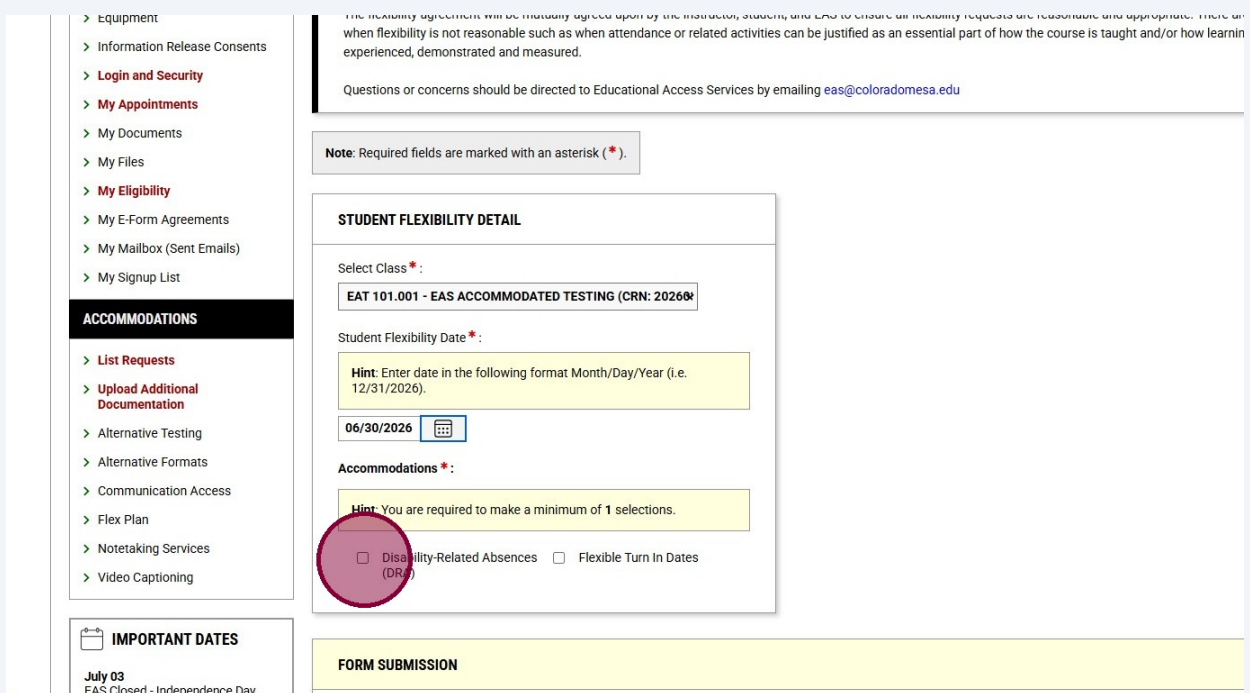
The student must have already requested the flexibility accommodation(s) for the course, and the instructor must have completed the Flex Plan for the student to request an instance of flexibility.

2 Click "Add Student Flexibility" from the top menu options in the Flex Plan module.



Initial Flexibility Details

3 Complete the Student Flexibility Detail by selecting the course from the drop-down options, selecting the day you are submitting the request under Student Flexibility Date, and selecting the Accommodation(s) you are utilizing.



4

Click "Continue to Questionnaire" at the bottom of the page under Form Submission.

The screenshot shows a web interface with a sidebar on the left and a main content area. The sidebar contains a navigation menu with items like 'My E-Form Agreements', 'My Mailbox (Sent Emails)', and 'My Signup List'. Below this is a section titled 'ACCOMMODATIONS' with sub-items: 'List Requests', 'Upload Additional Documentation', 'Alternative Testing', 'Alternative Formats', 'Communication Access', 'Flex Plan', 'Notetaking Services', and 'Video Captioning'. At the bottom of the sidebar is a 'SIGN OUT >' button. The main content area is divided into several sections. The top section is 'STUDENT FLEXIBILITY DETAIL', which includes a 'Select Class*' dropdown menu with the value 'EAT 101.001 - EAS ACCOMMODATED TESTING (CRN: 20260)', a 'Student Flexibility Date*' field with a date picker set to '06/30/2026', and an 'Accommodations*' section with a hint and two checkboxes: 'Disability-Related Absences (DRA)' (checked) and 'Flexible Turn In Dates' (unchecked). Below this is a yellow 'FORM SUBMISSION' section containing two buttons: 'CONTINUE TO QUESTIONNAIRE >' (circled in red) and 'BACK TO LIST >'. At the bottom of the main content area is a 'QUESTION?' section with the text 'Educational Access Services'.

Questionnaire and Request Submission

5

Complete the Student Flexibility Request Questionnaire by answering all the questions. Refer to the previously completed Flex Plan for the course as needed.

The last question requires you to select all the boxes to confirm your understanding of the statements.

> Alternative Formats
> Communication Access
> Flex Plan
> Notetaking Services
> Video Captioning

IMPORTANT DATES

July 03
EAS Closed - Independence Day
Closed All Day.

VIEW ALL >

SIGN OUT >

I will attend office hours/make appointment within 7 days of the missed class to discuss material and participation alternatives

I will do the alternative assignment as detailed in syllabus or per further communication with the instructor

Question 3: Is there anything else your professor should know about this flexibility request?

Question 4: Please check all the boxes below to confirm understanding of the statements. *

I (the student) affirm that this flexibility request is for disability-related reasons.

I (the student) understand it is my responsibility to get any missed information or questions from my instructor.

I (the student) understand I am responsible for timely makeup (when available) of all class time and assignments according to my class flex plan.

I (the student) understand the contents of this form will be shared directly with my instructor and EAS.

FORM SUBMISSION

SUBMIT STUDENT FLEXIBILITY > **BACK TO LIST >**

6

Click "Submit Student Flexibility" at the bottom of the page under Form Submission.

July 03
EAS Closed - Independence Day
Closed All Day.

VIEW ALL >

SIGN OUT >

I (the student) affirm that this flexibility request is for disability-related reasons.

I (the student) understand it is my responsibility to get any missed information or questions from my instructor.

I (the student) understand I am responsible for timely makeup (when available) of all class time and assignments according to my class flex plan.

I (the student) understand the contents of this form will be shared directly with my instructor and EAS.

FORM SUBMISSION

SUBMIT STUDENT FLEXIBILITY > **BACK TO LIST >**

QUESTION?

Educational Access Services

Colorado Mesa University
970.248.1856 | eas@coloradomesa.edu
COLORADOMESA.EDU/EAS



The Student Flexibility Request will immediately be emailed to the instructor and EAS for review. The student will receive a copy of this email and an email once the request has been approved or denied/cancelled.

Flexibility Request Status Review

7

To check the status of a submitted Student Flexibility Request, navigate to the Flex Plan in AIM and click "Student Flexibility Requests" from the top menu options.

Requests still in process will appear. Requests that have been completed through approval or denial/cancellation can be viewed by clicking on the View All button.

The screenshot shows the user interface for the Flex Plan in AIM. At the top, there is a red navigation bar with "Login As User)" on the left and "HELP" and "SIGN OUT" on the right. Below this is the Colorado Mesa University logo. The main content area has a breadcrumb trail: "HOME" >> "MY DASHBOARD" >> "FLEX PLAN". In the "FLEX PLAN" section, there are three buttons: "OVERVIEW", "ADD STUDENT FLEXIBILITY", and "STUDENT FLEXIBILITY REQUESTS". The "STUDENT FLEXIBILITY REQUESTS" button is circled in red. Below the navigation, there is an "IMPORTANT MESSAGE" section with text explaining the Flex Plan AIM module and its use for flexibility accommodations. At the bottom, there is a "Term: Summer 2026" section with "Previous Term" and "Next Term" links.