

# How To Submit An Application For Accommodations

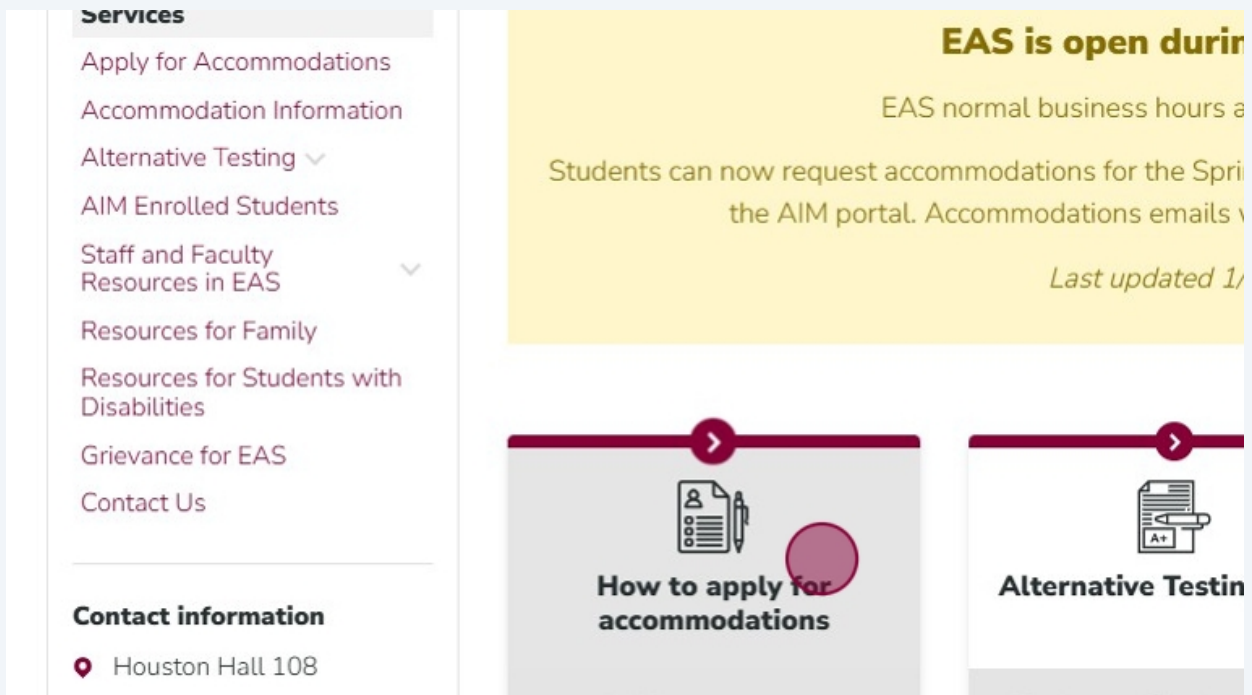
This guide provides the steps for submitting an application for accommodations for students with disabilities or temporary impairments.



## Navigating to the application for accommodations

1 Navigate to <https://www.coloradomesa.edu/educational-access/index.html>

2 Click "How to Apply for Accommodations" from the card at the top of the page, or select "Apply for Accommodations" from the page navigation menu.



The screenshot shows the Educational Access Services website. On the left is a navigation menu with the following items: **Services**, Apply for Accommodations, Accommodation Information, Alternative Testing (with a dropdown arrow), AIM Enrolled Students, Staff and Faculty Resources in EAS (with a dropdown arrow), Resources for Family, Resources for Students with Disabilities, Grievance for EAS, and Contact Us. Below the menu is the **Contact information** section, which includes a location pin icon and the text "Houston Hall 108". On the right side of the page, there is a yellow banner with the text "EAS is open durin" and "EAS normal business hours a". Below the banner is a card titled "How to apply for accommodations" with an icon of a document and a pencil. To the right of this card is another card titled "Alternative Testin" with an icon of a document and a hand pointing to it. The text "Students can now request accommodations for the Sprin" and "the AIM portal. Accommodations emails v" is visible in the background of the cards. A "Last updated 1/" note is also present.

970-248-1856

**Educational Access Services**  
eas@coloradomesa.edu

Houston Hall 108

3

Click the application the best fits your needs: Ongoing/Permanent disability needs - "New Student Accommodation Application" or Temporary impairment - "Temporary Accommodation Application"


AIM FOR FACULTY    AIM FOR STUDENTS

**1 New Student Accommodation Application**  
CMU students who have a permanent condition such as a learning disability, physical disability, chronic illness or health condition, mental health conditions.

**2 Temporary Accommodation Application**  
CMU students who have a temporary impairment such as a broken dominant arm or hand, broken leg, concussion, major surgery, severe illness, pregnant/parenting.

4

Login using your MAVzone credentials, if prompted.

 COLORADO MESA UNIVERSITY

Log in to your account

[Change my password](#)    [I forgot my password](#)

If you need help with your password, please contact the CMU IT Help Desk at [970.248.2111](tel:970.248.2111)

# Completing & Submitting the application for accommodations

5

Complete all required fields (marked with red asterisk) of the demographic information on the application.

The screenshot shows a web application form with two main sections: 'APPLICATION INFORMATION' and 'PERSONAL INFORMATION'. The 'APPLICATION INFORMATION' section contains two dropdown menus: 'Start Term \*' with '2025 - Spring' selected, and 'Expected Graduation Term \*' with '2028 - Fall' selected. The 'PERSONAL INFORMATION' section contains a text input field for 'First Name \*' which is highlighted in yellow, and a text input field for 'Preferred Name (If Different)'. A red asterisk is placed to the right of the 'Expected Graduation Term \*' label, and a red circle highlights the '2028 - Fall' selection in the dropdown menu.

**APPLICATION INFORMATION**

Start Term \* :  
2025 - Spring

Expected Graduation Term \* :  
2028 - Fall

**PERSONAL INFORMATION**

First Name \* :  
[Yellow highlighted input field]

Preferred Name (If Different):  
[Input field]

6

Click "Create Application Draft" - this will save you application to return to later if needed, but you are not done with your application.

The screenshot shows a form with several sections. At the top, there is a yellow header bar. Below it, there are two columns of radio button options: 'CMU Tech Campus', 'Main Campus', and 'Online' on the left; 'High School Concurrent' and 'Montrose Campus' on the right. To the right of these is a separate box with a radio button for 'Vision Blindn'. Below the options is a yellow section titled 'FORM SUBMISSION'. Under this title, there is an 'Important Note' stating: 'Responses are only saved after selecting the "Create Application Draft" button.' Below the note are two buttons: 'CREATE APPLICATION DRAFT >' (with a red circle highlighting the word 'DRAFT') and 'BACK TO OVERVIEW >'. At the bottom of the form, there is a black footer bar with white text: '25.01.A - Licensed to Accessible Information Management, LLC. Copyright © 2010-2025 by Haris Gunadi. All rights reserved.'

7

Answer the List of Questions, under the Questionnaire tab.

The screenshot shows a questionnaire interface. At the top, there is a white bar with a black vertical line on the left and the text: 'The system will automatically save your changes into a draft every 30 seconds.' Below this is a section titled 'LIST OF QUESTIONS'. The first question is: 'Limitations: How does your disability affect your participation in academic work, programs or services? What are some of the barriers you expect to encounter? \*'. Below the question is a large text input area with a red circle highlighting the center. The second question is: 'Accommodation History: Please describe any formal or informal modifications, technology, or other supports you have used in the past and whether or not you found success with these supports.' Below this question is another large text input area.

feel these accommodations will support your learning?

Please select the type of documentation you have: \*

- Medical records
- Evaluation report from k-12 school district (IEP or 504)
- Neuropsychological report or testing
- Documentation from another college/university
- Other (**Additional Comment Required**)

Additional Comment:

How were you referred to Educational Access Services? Please list the name if it was a staff member on campus. \*

- Coach
- Professor
- Advisor
- Faculty/Staff
- Admissions
- Residence Life & Housing
- Parent/Guardian
- Student
- Student Wellness Center
- Support Program (TRIO, GOAL, COMPASS, TLC)
- Other

Additional Comment:



9

Create a File Title and upload your supporting documentation under the "Files" tab. You can return to this later or submit documentation to [EAS@coloradomesa.edu](mailto:EAS@coloradomesa.edu) or bring to the EAS office in Houston Hall, room 108. Click "Upload File"

### UPLOAD FILE

#### FILE INFORMATION

File Title \* :

Select File \* : ?

Choose File No file chosen

#### FORM SUBMISSION

Select File \* : ?

Choose File New Student Application Web Page.png

#### FORM SUBMISSION

**Important Note:** Documentation is not required to submit this application. If you do not

UPLOAD FILE >

PROCEED TO FINAL REVIEW >

## 10 Click "Proceed to Final Review"

The screenshot shows a web form interface. At the top, there is a file selection area with the text "Select File \*:" and a help icon. Below this is a button labeled "Choose File" and the text "No file chosen". Below the file selection area is a yellow header bar with the text "FORM SUBMISSION". Underneath the header bar is an "Important Note" section: "Important Note: Documentation is not required to submit this application. If you do not have documentation at the moment, pl". At the bottom of the form are two buttons: "UPLOAD FILE >" and "PROCEED TO FINAL REVIEW >". A red circle highlights the "PROCEED TO FINAL REVIEW >" button. At the very bottom of the page is a black footer bar with the text "le Information Management, LLC. Copyright © 2010-2025 by Haris Gunadi. All rights reserved."

## 11 Click "Submit Application"

The screenshot shows a web form interface. The main content area contains two paragraphs of text. The first paragraph reads: "accommodations with CMU staff and faculty who have a legitimate need to know, including the Student of Concern Team. This includes sending accommodation notifications to the students' instructors." The second paragraph reads: "I will complete the **Information Release Consent** form on my AIM portal dashboard and add any individual/agencies that I authorize EAS to share information with from my records." Below the text is a button labeled "SUBMIT APPLICATION >". A red circle highlights the "SUBMIT APPLICATION >" button. At the very bottom of the page is a black footer bar with the text "ement, LLC. Copyright © 2010-2025 by Haris Gunadi. All rights reserved."



# Return to started or completed Application to modify or upload documents

- 12 Click "Previous Applications" from the application link landing page (see steps 1-4 above for access instructions)



## OVERVIEW

### OPTIONS

- > Overview
- > **Previous Applications**
- > Sign Out

**SIGN OUT** >

» OVERVIEW



### INTRODUCTION

Welcome to the Educational Access Services New Student Application form!

- The process to register with EAS involves completing this application, providing **Accommodations are not provided until this process is complete and an initial**
- Please expect an email communication from [eas@coloradomesa.edu](mailto:eas@coloradomesa.edu) within 2 b initial Access Meeting which can be conducted online or in person. If you do not
- **Cancellation** - If EAS does not hear from you after our initial communication, we

13 Click "View Application"

The screenshot shows a user interface for an application. On the left, there is a large empty white space. On the right, there are two columns. The top column contains the following text: "Template: Student Accommodation Application", "Status: 2 - Pending Review w/ Documentation", and "Started On: Friday, January 10, 2025 at 08:53 AM". Below this text is a button labeled "VIEW APPLICATION" with a right-pointing chevron, which is highlighted with a red circle and a blue border. The bottom column contains the text "Type: Student Application" and a link "About This Template". At the bottom of this column is a black button labeled "START NEW APPLICATION" with a right-pointing chevron.

14 Use the tabs across the top to update information or add files.

The screenshot shows a user interface for an application. At the top, there is a header bar with the following information: "ID 700100200" with a copy icon, "Phone 9701234567" with a copy icon, and "Email" with a copy icon. Below this is a navigation bar with four tabs: "OVERVIEW", "QUESTIONNAIRE", "FILES" (which is highlighted with a red circle), and "MAILBOX". On the left side, there is a black button labeled "SIGN OUT" with a right-pointing chevron. Below the navigation bar is a section titled "LIST OF QUESTIONS". This section contains three questions, each followed by a "Not Specified" status:

- Limitations: How does your disability affect your participation in academic work, programs or services? What are some of the barriers you expect to encounter? \*
- Accommodation History: Please describe any formal or informal modifications, technology, or other supports you have used in the past and whether or not you found success with these supports.
- What services or adjustments are you requesting from CMU? How do you feel these accommodations will support your learning?