Welcome to Disability Access Services!

New Mexico State University is committed to providing reasonable accommodations for qualified NMSU students in accordance with state and federal laws. Disability Access Services at New Mexico State University offers a variety of services to students with documented physical, learning, or psychological disabilities. The first step is to apply for accommodations by clicking the application button on this home page. If you have any questions or need assistance, please call or email us to make an appointment.

Apply for Accommodations

- Academic Accommodation Application
- Housing/ESA Accommodation Application

Student and Faculty AIM Portals

- DAS Student Log In
- Faculty Login

Log into your AIM account on our home page

INSTRUCTOR PORTAL

Session Extender: Enable

LOGIN AS INSTRUCTOR

BACK TO MY PROFILE

HOME

- Online Services Home
- Help

SIGN OUT

Click here once you are logged in

HOME » INSTRUCTOR PORTAL

Username: dipena@nmsu.edu

ACCESS POLICY

Please read the following prior to completing the form:

By clicking on the following button, I acknowledge that I have received and understand the school's FERPA policy as it pertains to student records.

FERPA (Confidentiality Statement)

Along with the right to access the records of students comes with the responsibility to maintain the rights of students particularly as outlined in the Family Educational Rights and Privacy Act (FERPA). Student Records are open to members of the faculty and staff who have a legitimate need to know their contents, however, you do have a responsibility to maintain confidentiality.

Reminders:

- Please REFRAIN from using SHARED (PUBLIC) COMPUTER.
- REMEMBER TO SIGN OUT AND CLOSE THE BROWSER COMPLETELY AFTER YOU ARE FINISHED ACCESSING THIS INFORMATION

Important Note:

- Please REFRAIN from using SHARED (PUBLIC) COMPUTER.
- Remember to Sign Out and Close the Browser Completely After You Are Finished Accessing This Information

CONTINUE TO VIEW STUDENT ACCOMMODATIONS

HOME

- Overview
- Add Instructor
- Upload Syllabus
- Alternative Testing
- Communication Access
- Flex Plan

On the left side of your screen, click here

ALTERNATIVE TESTING » UPCOMING EXAMS

UPCOMING EXAMS | COMPLETED FILES | ALTERNATIVE TESTING AGREEMENT (REV. 1/8/26) | EXAM DATES

IMPORTANT MESSAGE

All exam requests must be proactively scheduled by students, and the Alternative Testing Agreement form must be completed by the instructor at least three (3) business days prior to regular exams and midterms, and at least five (5) business days prior to final exams. These timelines are essential to ensuring exams are administered accurately, equitably, and in a timely manner.

Instructors are expected to list all exam dates in the AIM Portal at the beginning of the semester, even if those dates are tentative. Students are responsible for communicating in advance with their instructors regarding the need for alternative testing arrangements. Faculty are responsible for reviewing accommodation letters at the start of the semester or as soon as they are received from students.

The Disability Access Services (DAS) Office is available to provide support after a student has made an initial attempt to communicate with the instructor regarding an alternative testing request.

If an exam date is missing or incorrect in the AIM Portal, students may be unable to schedule their exam within the required timeframe due to circumstances beyond their control. This can result in time-sensitive follow-up by the DAS Office to resolve the issue. Exams that are not scheduled within the required timeframe through the AIM Portal must be taken in class using each student's approved accommodations.

To help avoid scheduling challenges, we ask that instructors complete the Alternative Testing Agreement as soon as they receive a student's accommodation notice. Doing so allows students who test at the DAS Testing Center to schedule their exams at least three (3) business days prior to regular exams and midterms, and five (5) business days prior to final exams. This process supports compliance with accommodation procedures and ADA requirements while promoting a smooth testing experience for all involved.

Thank you for your continued support and collaboration in accommodating students with testing needs.

Sincerely,
Disability Access Services (DAS) Staff

After reading the IMPORTANT MESSAGE, click either one of these links, they will take you to the same page

ALTERNATIVE TESTING AGREEMENT (REV. 1...

1

Courses without Alternative Testing Agreement (Rev. 1/8/26)

Total Courses with Alternative Testing Agreement (Rev. 1/8/26): 1

COURSES MISSING EXAM DATES

1

Number of Courses without Exam Dates

MISCELLANEOUS

Other Available Reports:

- List Students
- All Exams

REFINE SEARCH

STEP 1: SELECT COURSES (FOR BULK ACTIONS)

SCROLL DOWN until you see this section, then click here for whichever course you are setting exam dates for

Records Found: 2 (Showing: 1 - 2) | Show Per Page: 100 | Page: 1

View	Copy	CRN	Subject	Course	Section	Course Title	Students	Exam Dates	Meeting Times	Notes
View	Copy	40741	FYEX	1132	M77	ACAD & PERSONAL EFFCTVNS	None	None		
Specify		33390	FYEX	1134	M72	SPEED READING	None	None		

Reminder: Please remember to specify Exam Dates.

STEP 2: SELECT AVAILABLE OPTIONS

Please select at least **one course** from the table above.

SPECIFY ALTERNATIVE TESTING AGREEMENT (REV. 1/8/26) IN BULK

HOME

- Overview
- Add Instructor
- Upload Syllabus
- Alternative Testing
- Communication Access
- Flex Plan

SIGN OUT

After reading the INFORMATION section, please provide you phone number

Students will not see your contact information, however, this is required to submit exam dates

INFORMATION

Greetings Faculty,

All exam requests must be proactively scheduled by students, and the Alternative Testing Agreement form must be completed by the instructor at least three (3) business days prior to regular exams and midterms, and at least five (5) business days prior to final exams. These timelines are essential to ensuring exams are administered accurately, equitably, and in a timely manner.

Instructors are expected to list all exam dates in the AIM Portal at the beginning of the semester, even if those dates are tentative. Students are responsible for communicating in advance with their instructors regarding the need for alternative testing arrangements. Faculty are responsible for reviewing accommodation letters at the start of the semester or as soon as they are received from students.

The Disability Access Services (DAS) Office is available to provide support after a student has made an initial attempt to communicate with the instructor regarding an alternative testing request.

If an exam date is missing or incorrect in the AIM Portal, students may be unable to schedule their exam within the required timeframe due to circumstances beyond their control. This can result in time-sensitive follow-up by the DAS Office to resolve the issue, which goes beyond reasonable efforts to accommodate appropriately. Therefore, exams that are not scheduled within the required timeframe through the AIM Portal must be taken in class using and applying each student's approved accommodations.

To help avoid scheduling challenges, we ask that instructors complete the Alternative Testing Agreement as soon as they receive a student's accommodation notice. Doing so allows students who test at the DAS Testing Center to schedule their exams at least three (3) business days prior to regular exams and midterms, and five (5) business days prior to final exams. This process supports compliance with accommodation procedures and ADA requirements while promoting a smooth testing experience for all involved.

Thank you for your continued support and collaboration in accommodating students with testing needs.

Sincerely,
Disability Access Services (DAS) Staff

CONTACT INFORMATION

Phone Number *: United States of America (+1) 5756356481

LIST OF QUESTIONS

Question 1: All tests scheduled with Disability Access Services must be proctored between testing hours 8:30 a.m.-5 p.m. Monday-Friday. *

- (●) I acknowledge the provided DAS testing hours and test can be scheduled between DAS testing hours.
- ( ) Instructor/Dept. Designee will proctor exam for student.

Question 2: When can the student take the test in the DAS testing center? *

- (●) Can take same date/same time as class exam time.
- ( ) Can schedule another time, but same date as class exam date.
- ( ) Can schedule another time and date (if so, please specify specific date and time below or time frame exam must be completed from original test date).

Additional Comment:

Question 3: If this is a specific departmental exam (Dr. Nursing or Math), please let us know the date and time of exam and when exam can be scheduled by the student. *

N/A

Question 4: As an instructor and collaborator with the DAS Testing Center in order to provide equitable and timely testing accommodations, I acknowledge the following:

Check all boxes to demonstrate your understanding. *

- [x] I acknowledge that students are required to schedule regular exams and midterms at least three (3) business days in advance, and final exams at least five (5) business days in advance, through the AIM Portal.
- [x] I understand that I must complete an Alternative Testing Agreement for each course section and enter tentative exam dates in the AIM Portal in advance for students to schedule their exams within the required timeframe.
- [x] If I have questions regarding the Disability Access Services (DAS) testing process, I will contact DAS by email or phone prior to the scheduled testing date.
- [x] I understand that if exam scheduling arrangements are not completed within the required time-frame by the deadline, students will be expected to take their exams in the classroom, with accommodations provided directly by the instructor.

Answer these questions

After you've entered contact information and answered the questions, scroll down to this section and click here

FORM SUBMISSION

UPDATE AND VIEW EXAM DATES | BACK TO LIST

EXAM DETAIL

Type *: Regular Exam

Date *:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2026).

02/11/2026

Approval Grace Period:

Hint: Use this optional field to identify an automatic approval window where exam requests will be automatically approved. This field is only considered when Approval Method is "**Approve If Scheduled on the Specified Date and Time**" or "**Approve If Scheduled on the Specified Date**".

Before or After | 3 Business Days

Time: 11 AM | 00

Standard Length Of Exam (In Minutes) *:

Hint: Please specify length in minutes, and do not include extended time accommodations. For example: 120 minutes for 2 hours.

90

Skip Automated Exam Reminder: No

Additional Note For Staff:

Fill out the exam type, date, grace period, time, and length here

Please add any additional notes if necessary in the "Additional Note for Staff" section

EXAM DATE INSTRUCTIONS

Question 1 How will exam be delivered to DAS Testing Center?

- (●) Uploaded to instructor Portal on AIM (Preferred Method)
- ( ) Email to das@nmsu.edu
- ( ) Instructor/Departmental Designee will hand deliver to DAS Office
- ( ) Exam via Canvas, Examsoft, etc.

Question 2 How will exam be returned to instructor?

- (●) Upload to Instructor Portal on AIM (All exams will be returned via Portal unless exam requires Blue Book or Scantron)
- ( ) USeagines will pick up from DAS Office.
- ( ) N/A due to exam on Canvas/Examsoft.
- ( ) Exam delivery required due to Blue Book or Scantron - Return to Instructor's Department (Please provide below exact location):

Question 3 Materials and technology allowed? If last minute announcement made for materials allowed or not allowed, please contact office.

- [ ] No Additional Materials Allowed
- [x] Scrap paper
- [ ] Standard calculator (4 function)
- [ ] Scientific calculator
- [ ] Financial calculator
- [ ] Open textbook
- [ ] Open notes
- [ ] Page of notes, one sided, 8.5x11
- [ ] Page of notes, front and back, 8.5x11
- [x] Notecard, one sided
- [ ] Notecard, front and back
- [ ] Formulas (Please indicate in note section if instructor will provide formulas or student will bring their own formula sheet)
- [ ] Scantron
- [ ] Blue Book
- [ ] iPad
- [ ] Laptop
- [ ] Other (**Additional Comment Required**)

Additional Comment:

Our preferred delivery method is uploading the exam through AIM because it ensures that it doesn't risk getting lost in the DAS email as well as exam security

We also prefer to upload exams once they are completed onto AIM (unless there is a scantron or bluebook) because it ensures exam confidentiality and that it won't be delivered back to the wrong person

CAREFULLY READ which materials students will be allowed (if any) to have when they take their exams

When they come in to take the exam, we are only allowed to give them the materials you select

UPLOAD EXAM FILE

Uploading the exam DOES NOT have to be done to make an exam date

You can upload your exam at a later date, but adding exam dates a soon as possible is necessary for students to schedule their exams

Note: Exam files can be added on a continual basis.

Title Or Exam File Note: Test

Select File: Choose File | Test_Quizzez_Exam

SUCCESS! YOUR ACTION HAS BEEN COMPLETED

The system has successfully saved your action.

This banner will appear near the top of the page once you have successfully uploaded and exam date