

NMSU Disability Services

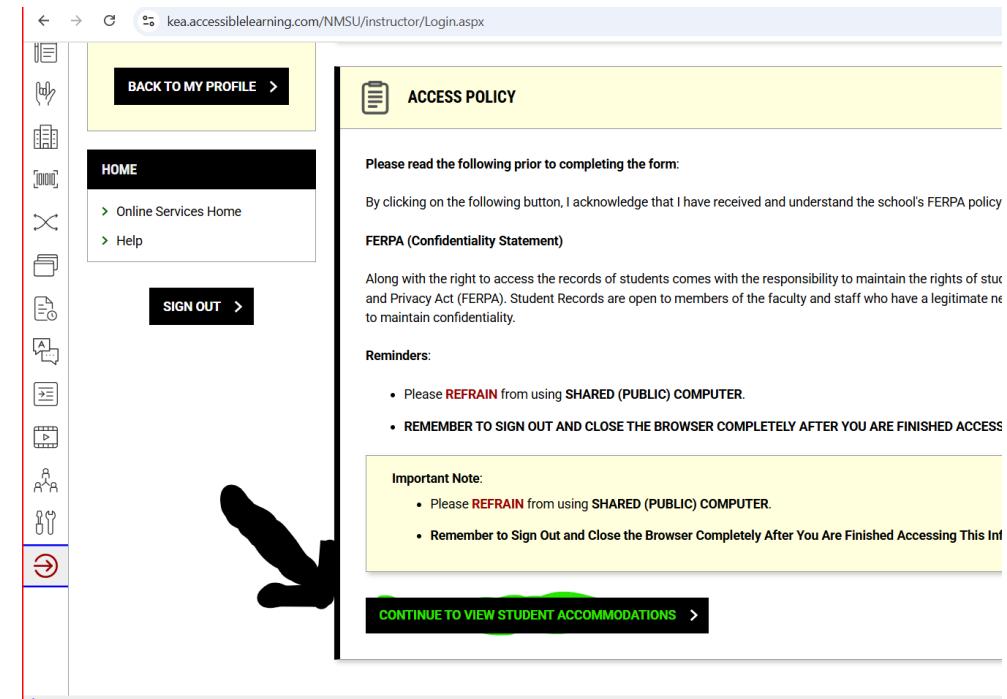
How To Complete Flex Plan Questionnaire in AIM Portal



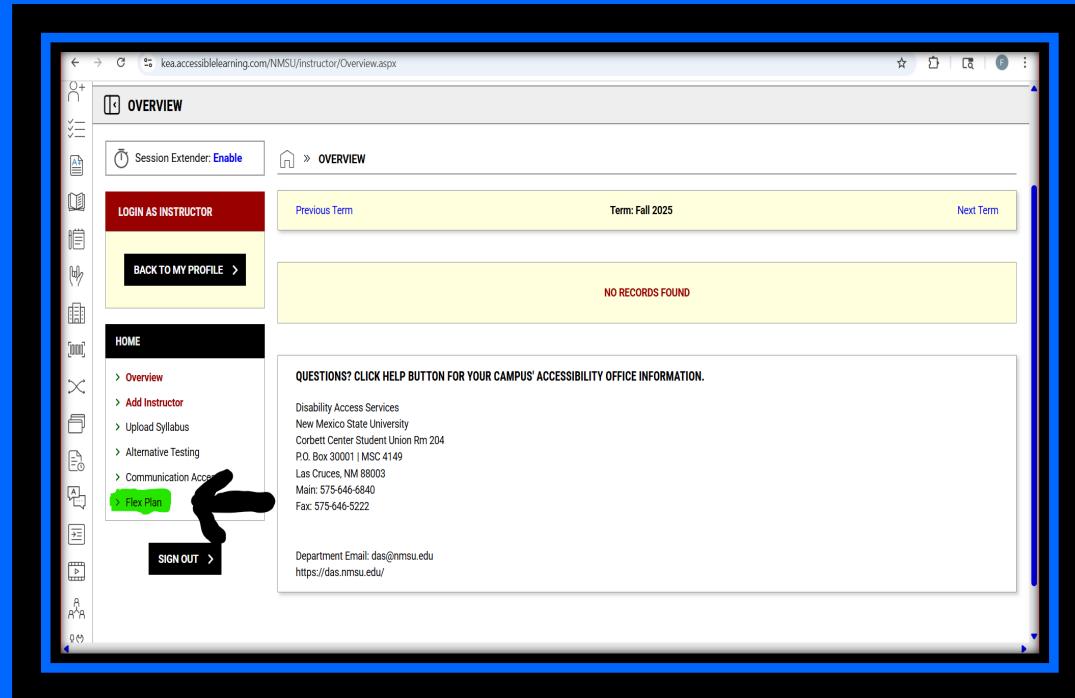
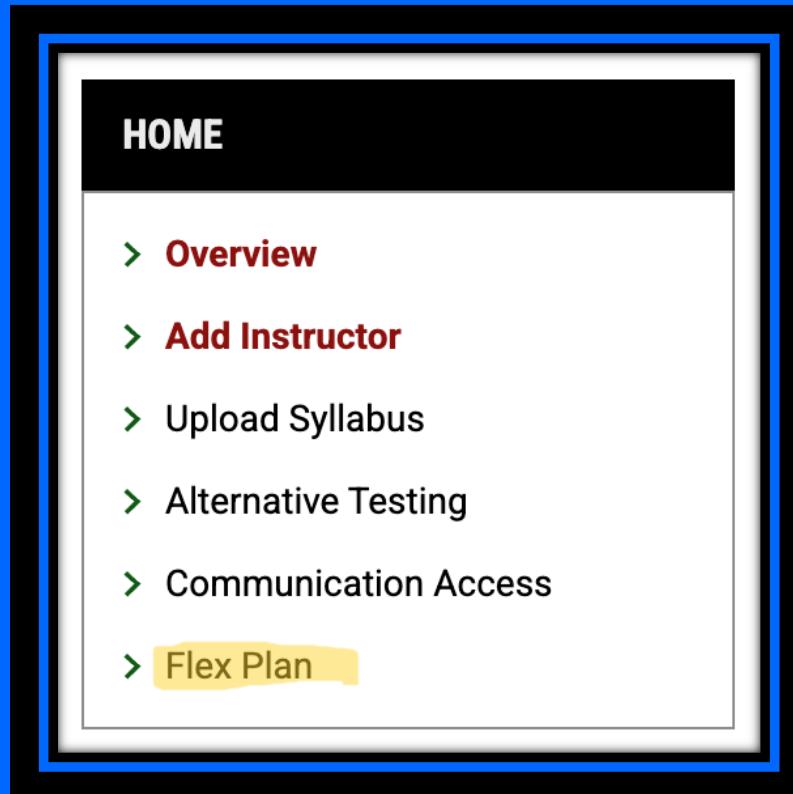
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New Mexico State University

How to Access Disability Access Services Website

- Log into NMSU DAS website at das.nmsu.edu
- Access Faculty Login Button
- Sign in using NMSU credentials
- Acknowledge Access Policy
- Click Continue to View Student Accommodations



You will now be taken to the Overview Page in the AIM Portal
-Click on Flex Plan on left side of the Home Section



You can see the number of plans not initiated and the number of plans that have been initiated.

-Click “View” to see the plan that requires initiation next to the course that has a student(s) with a flex plan accommodation

The screenshot shows a web page titled "Flex.aspx" with a black border. At the top, it displays the term as "Term: Fall 2025". Below this, there are two boxes: "OVERVIEW OF FLEX PLAN" on the left showing "1 Number of Plans Not Initiated" and "Total Request: 1", and "SUBMITTED FLEX PLAN" on the right showing "0 Number of Plans Initiated" and "Total Completed Request: 0".

Below these boxes, a yellow header bar reads "STEP 1: SELECT COURSES (FOR BULK SPECIFY)". Underneath, a table header row includes columns for "View", "Status", "Students", "CRN", "Subject", "Course", "Section", "Campus", "Syllabus", "Earliest Date", "Initiated On", and "Init".

The table data row shows a single course entry with the following details:

	View	Status	Students	CRN	Subject	Course	Section	Campus	Syllabus	Earliest Date	Initiated On	Init
	View	Not Initiated	1	42759	MUSC	2310	M01	MA		08/22/2025	09/08/2025	By I

After Accessing Flex Plan button-Click blue “View” button.

STUDENTS WHO REQUESTED ACCOMMODATIONS

REFINE SEARCH >

 EXPORT DATA: STUDENTS

Records Found: 1 (Showing: 1 - 1)

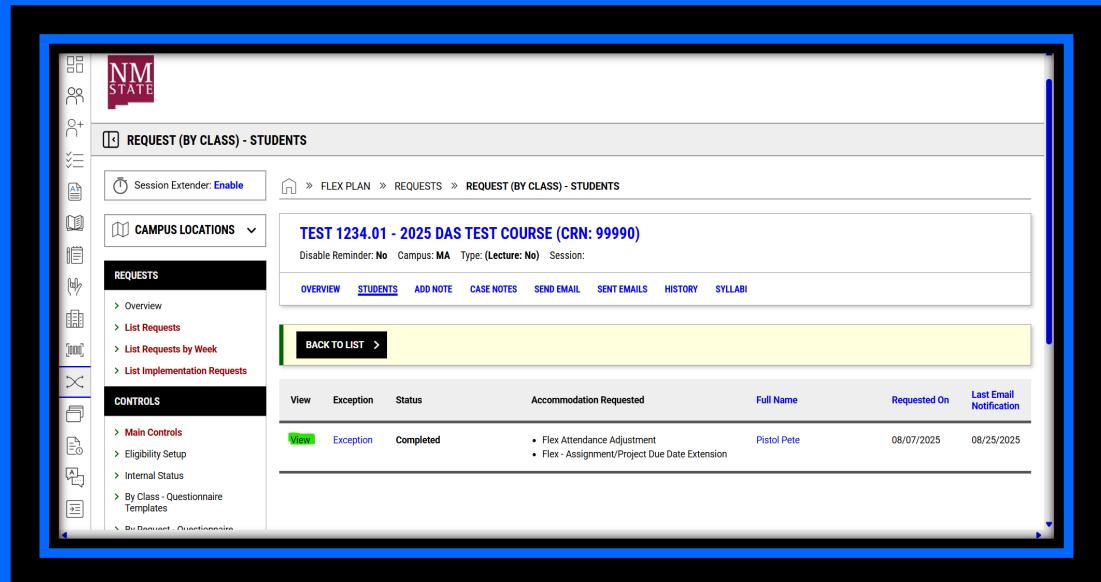
Show Per Page: Page: 1

View	PDF	CRN	Subject	Course	Section	Student's Full Name	Status	Request Date	Last Updated
View	PDF	47618	ENGL	1110G	A21	NMSUA Test Student		01/13/2026	01/13/2026

Request by Class (Students) Page -Click on “View” Button to Complete Flex Questionnaire

The next page portrays the following:

- Course name, section number, CRN
- Status of the flex plan
- Type of Flex Plan Accommodation
- Student Name
- Date Plan was Requested
- Date of Last Email Notification



REQUEST (BY CLASS) - STUDENTS

Session Extender: Enable

CAMPUS LOCATIONS

REQUESTS

- Overview
- List Requests
- List Requests by Week
- List Implementation Requests

CONTROLS

- Main Controls
- Eligibility Setup
- Internal Status
- By Class - Questionnaire Templates

TEST 1234.01 - 2025 DAS TEST COURSE (CRN: 99990)

Disable Reminder: No Campus: MA Type (Lecture: No) Session:

OVERVIEW STUDENTS ADD NOTE CASE NOTES SEND EMAIL SENT EMAILS HISTORY SYLLABI

BACK TO LIST

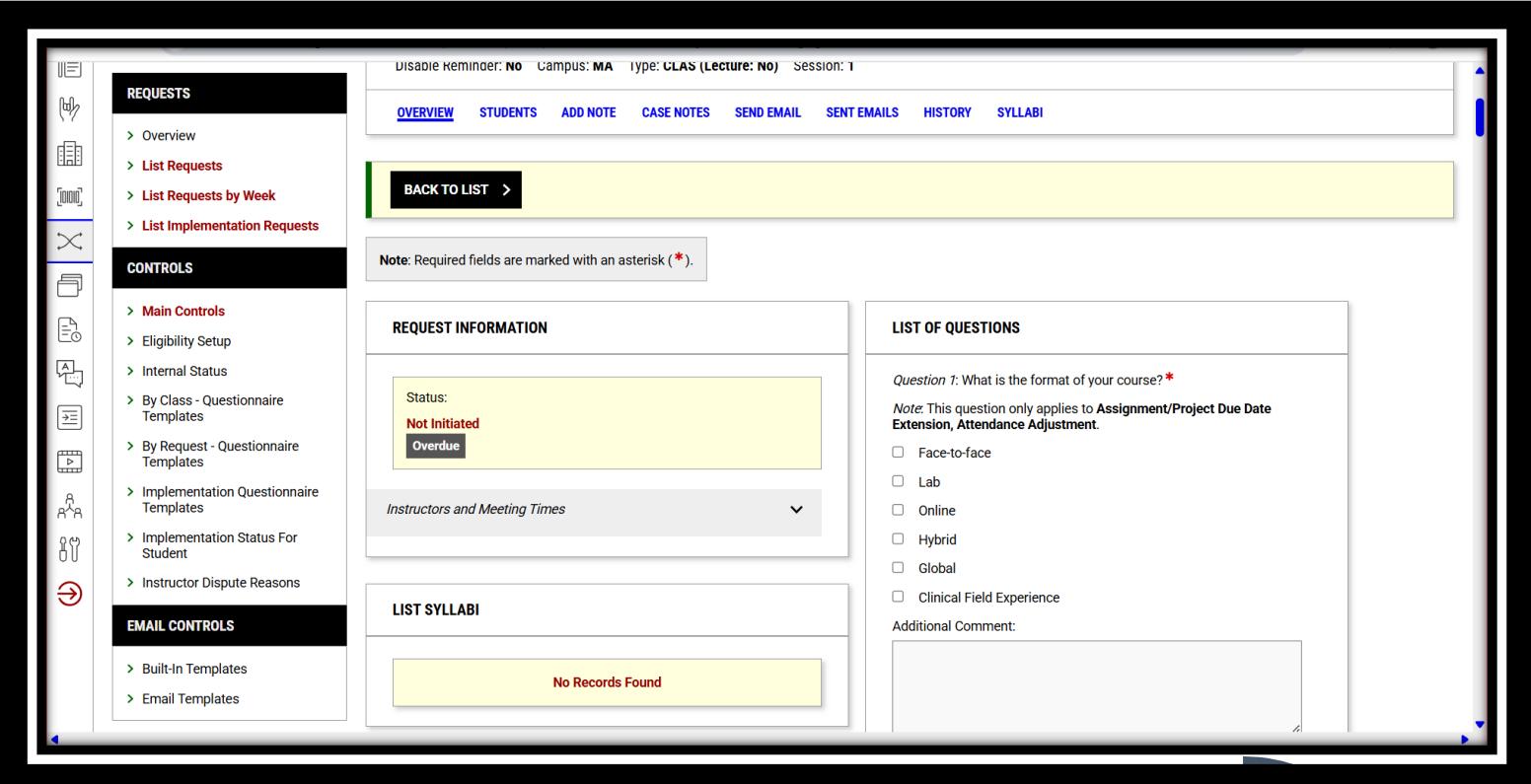
View	Exception	Status	Accommodation Requested	Full Name	Requested On	Last Email Notification
View	Exception	Completed	<ul style="list-style-type: none">Flex Attendance AdjustmentFlex - Assignment/Project Due Date Extension	Pistol Pete	08/07/2025	08/25/2025

Flex Plan Questionnaire

- The questions ask you to answer each question and provide some brief clarification for some questions.
- It is not necessary to provide a written response for every question.
- We ask that you provide a specific timeframe for attendance allowance in Question #8 (if it pertains to your course) and what you will allow for due date extensions in Question #16 for students receiving this flex accommodation. If questions do not pertain to your course, click N/A or type N/A in the box.
- The primary goal is to know if and how much you will accommodate students above your current attendance and assignment due date course policy

Questions Page in AIM

The question page presents as the following before it is completed.



Disable Reminder: NO Campus: MA Type: CLAS (Lecture: NO) Session: 1

REQUESTS

- > Overview
- > List Requests
- > List Requests by Week
- > List Implementation Requests

CONTROLS

- > Main Controls
- > Eligibility Setup
- > Internal Status
- > By Class - Questionnaire Templates
- > By Request - Questionnaire Templates
- > Implementation Questionnaire Templates
- > Implementation Status For Student
- > Instructor Dispute Reasons

EMAIL CONTROLS

- > Built-In Templates
- > Email Templates

OVERVIEW STUDENTS ADD NOTE CASE NOTES SEND EMAIL SENT EMAILS HISTORY SYLLABI

BACK TO LIST >

Note: Required fields are marked with an asterisk (*).

REQUEST INFORMATION

Status:
Not Initiated
Overdue

Instructors and Meeting Times

LIST OF QUESTIONS

Question 1: What is the format of your course?*

Note: This question only applies to Assignment/Project Due Date Extension, Attendance Adjustment.

Face-to-face
 Lab
 Online
 Hybrid
 Global
 Clinical Field Experience

Additional Comment:

No Records Found

Submit the Questionnaire for DAS Review

- Once the questionnaire is complete click on “Initiate and Request Review”
- Disability Services will review the flex plan and mark as complete for student review or send back to instructor for additional clarification or information.

kea.accessiblelearning.com/NMSU/instructor/Flex.aspx?Step=FLC&Plan=Initiate&ID=JuzulR2zZQ7ebQKwF10WR4uePcWMSZczXQDmy02X

Question 25. Please note any additional information or parameters related to flexible assignment completion dates that should be captured in this plan. If none, type "N/A."
Note: This question only applies to Assignment/Project Due Date Extension.

N/A

FORM SUBMISSION

[INITIATE AND REQUEST REVIEW](#) > [BACK TO LIST](#) >

QUESTIONS? CLICK HELP BUTTON FOR YOUR CAMPUS' ACCESSIBILITY OFFICE INFORMATION.

Disability Access Services
Flex Modules
dasaccommos@nmsu.edu
575-646-6840

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How to Copy a Completed Flex Plan to Other Courses

Copy a completed Flex Plan by selecting the target courses, choosing “**Copy responses from**” a previous completed plan, review, and confirm.

In the Instructor Portal go to **Flex Plans** → on the Overview page use:

Step 1: Select Courses to check the classes you want to populate.

In Step 2 choose the source plan from the dropdown (the system shows the most recent 10 completed plans from the last two terms), review or edit the question responses, then click “**Initiate and Request Review.**”

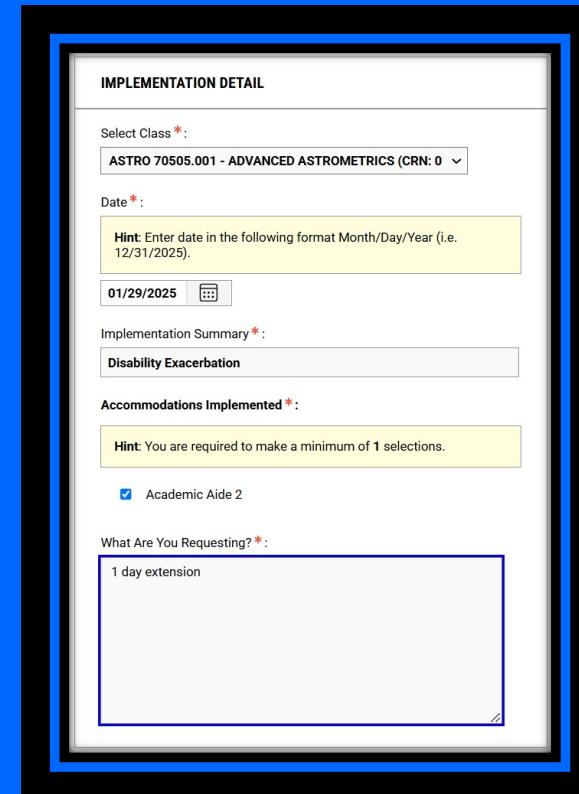
If you need bulk-copying across multiple sections, use the same Select Courses + Copy responses flow and confirm answers before initiating.

Implementation Feature in AIM to Request Flex Accommodation

Using the **Implementation Feature** in the AIM Portal

Students must answer the following questions within the Implementation Detail:

1. Purpose of the request
2. Whether the reason is disability-related
3. Dates/assignments affected
4. Plan for making up missed assignments (typically within 48 hours)
5. Assignment names + plan for submission



The screenshot shows the 'IMPLEMENTATION DETAIL' form in the AIM Portal. The form is enclosed in a black border. At the top, it asks for 'Select Class*:' with a dropdown menu showing 'ASTRO 70505.001 - ADVANCED ASTROMETRICS (CRN: 0)'. Below that is a 'Date*' field with a date input box containing '01/29/2025' and a calendar icon. A yellow hint box says 'Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2025.)'. The next section is 'Implementation Summary*:' with a text input box containing 'Disability Exacerbation'. The following section is 'Accommodations Implemented*:' with a yellow hint box saying 'Hint: You are required to make a minimum of 1 selections.' and a checkbox labeled 'Academic Aide 2' which is checked. The final section is 'What Are You Requesting?*' with a text input box containing '1 day extension'.

How to Address Implementation Requests in (AIM) Portal

If enabled, the instructor can dispute a request via the Instructor Portal. These communications are between the DS office and instructor. DS staff can enter notes regarding the dispute and leave set as 'Yes' while still changing the status to complete or cancelled to track dispute history.

1. Student makes implementation request
2. Instructor receives the Implementation notification instructing instructor to manage request. Adding a link to the instructor portal in the Flex Plan template can be helpful.
3. Instructor log into Instructor Portal, navigate to Flex Plan.
4. View Upcoming Implementation.
5. Review the request and either a) click Acknowledge to accept or b) select a reason, enter a note, and click submit concern or feedback to dispute.
6. Items in dispute will populate in the Implementation tile and emails will be sent (see [Controls](#).)
7. Staff can review the dispute information and follow up with the instructor. Staff can leave the dispute status and information for tracking purposes after the request is approved or denied. Students cannot view dispute, internal or instructor notes, but they can see Note for Student.
8. Staff enter a note for the instructor and update the request.
9. Faculty review the reply and can accept or continue to dispute.
10. Once a determination is reached, enter a note for the student that will populate in their email and if desired, enter an internal note.

Contact Information - NMSU & Branch Campuses



Disability Access Services

das@nmsu.edu
575-646-6840



Accessibility Services Department

asd@nmsu.edu
575-439-3721



Student Accessibility

ppc@nmsu.edu
505-287-6628



NMSU Doña Ana Community College

Student Accessibility Services

sas@dacc.nmsu.edu
575-527-7548

