1

Select the Faculty Login on das.nmsu.edu. Then select Alternative Testing under Home.

NM STATE

Disability Access Services

How to fill out the Alternative Testing Agreement

2

On this page, you will see the number of courses w/out an agreement, click on the blue link and then scroll down to our courses.

3

There will be three screens you will see while filling out the agreement. Please follow the prompts. On the final screen, you will need to add each quiz and exam.

4

You can always modify these details if there are changes. Once a student schedules an exam and it is approved, you will be able to upload the exam under Alternative Testing on AIM.

5

To upload an exam, go to Alternative Testing on AIM. There will be a box with a yellow header titled "Exams Without Files Uploaded." Below that, there will be a section "Upcoming Exam File Upload." Select file and upload.

If you have any questions, please contact our office.