Most students needing accommodations will already have an APAS plan. In some cases, you may have to create a new record. Only do so if a record does not already exist! To create a new record, hit the green plus.

Enter your name in Student’s Support Team.

Make sure “Yes” is clicked in the Accommodations drop down.

Hit “Continue” to move forward.

Go directly to the Accommodations section. Students will not have a plan yet as it is a new feature—you will have to hit the button that says, “Click Here to Add/Edit.”
Hit the green plus button to create a new record.

Your screen will look like the picture to the right.

Go into the “CMAS Accommodations” section to get to the CMAS—Science/Social Studies Accommodations.

Choose the appropriate option in the drop downs.
School Assessment Coordinators must verify the assessment accommodations.

Upload the scanned signature page here.
You’ll know you did it right because you’ll see a link (arrow, pictured above). If you don’t see that chain link, don’t worry—your record is there. You just have to go back and link it. See the guide, “Troubleshooting—I don’t see my plan” for a quick fix!

Questions, Comments, or Concerns?
Kimberly Wiggins, Assessment Coordinator
303-702-7598 or x57598