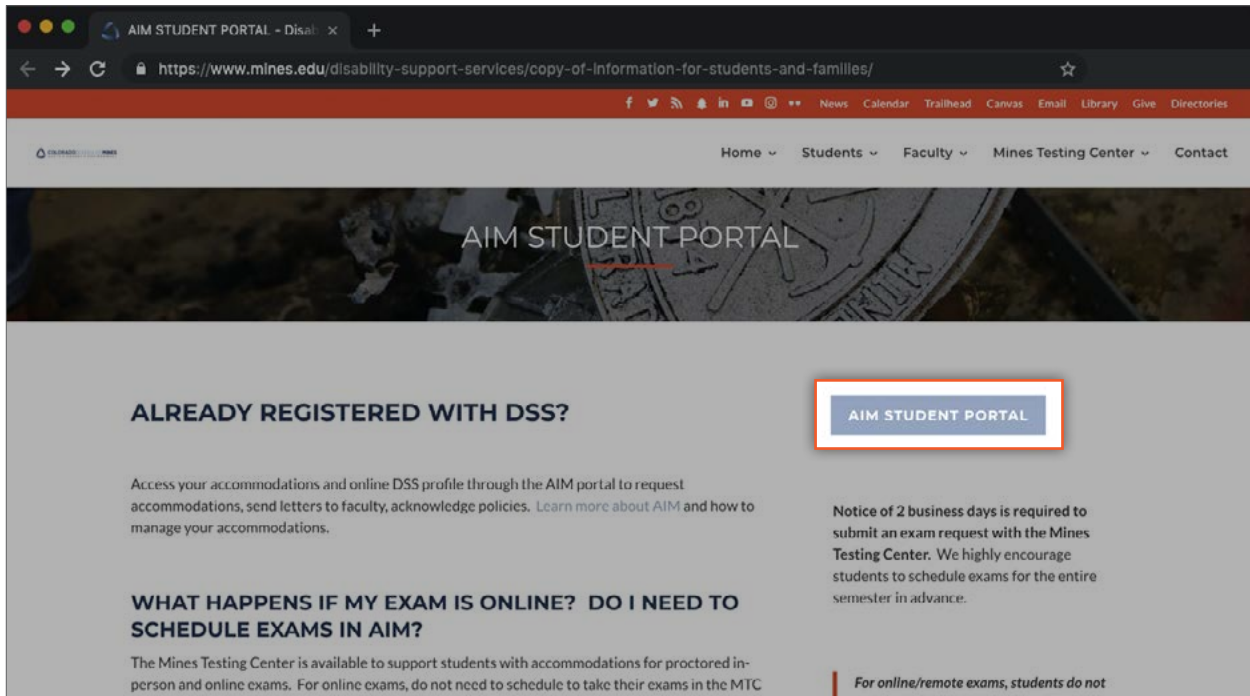
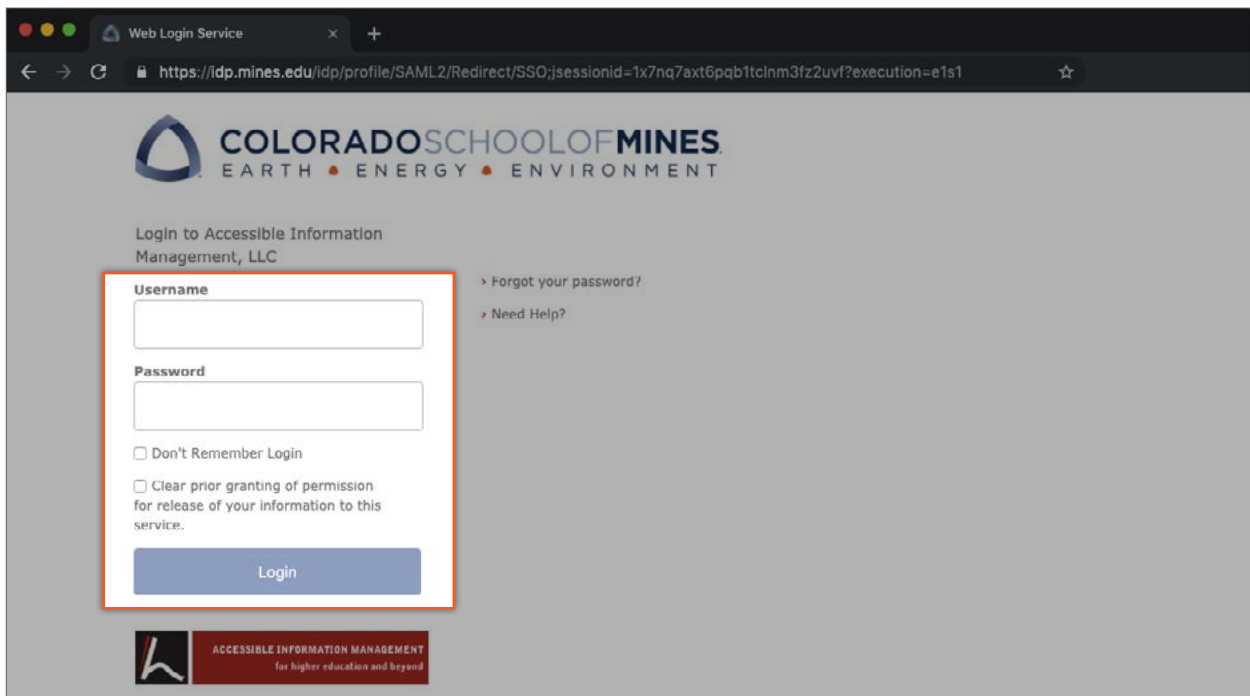


# Instructions for Requesting Accommodation Letters

1 Click on Access AIM Portal button.

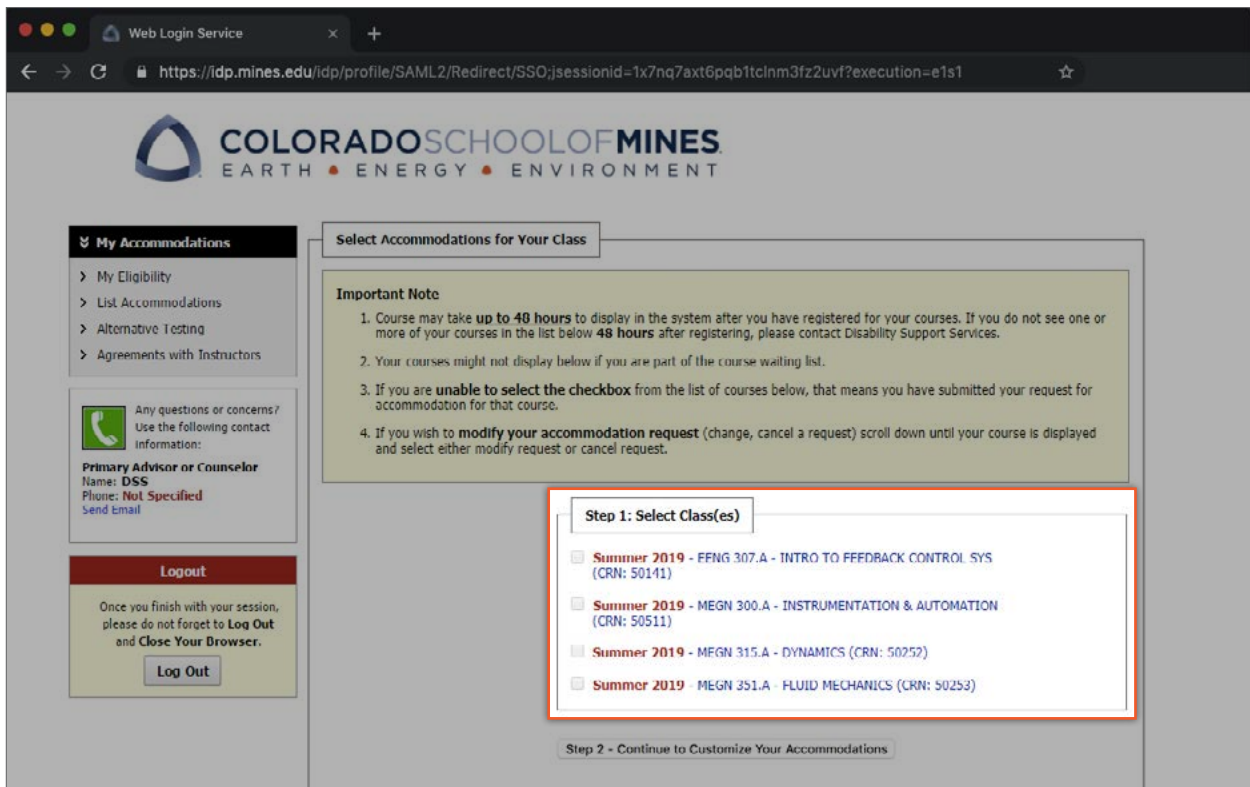


2 Login to the AIM Student Portal with your Mines username and password. Username is without @mines.edu.

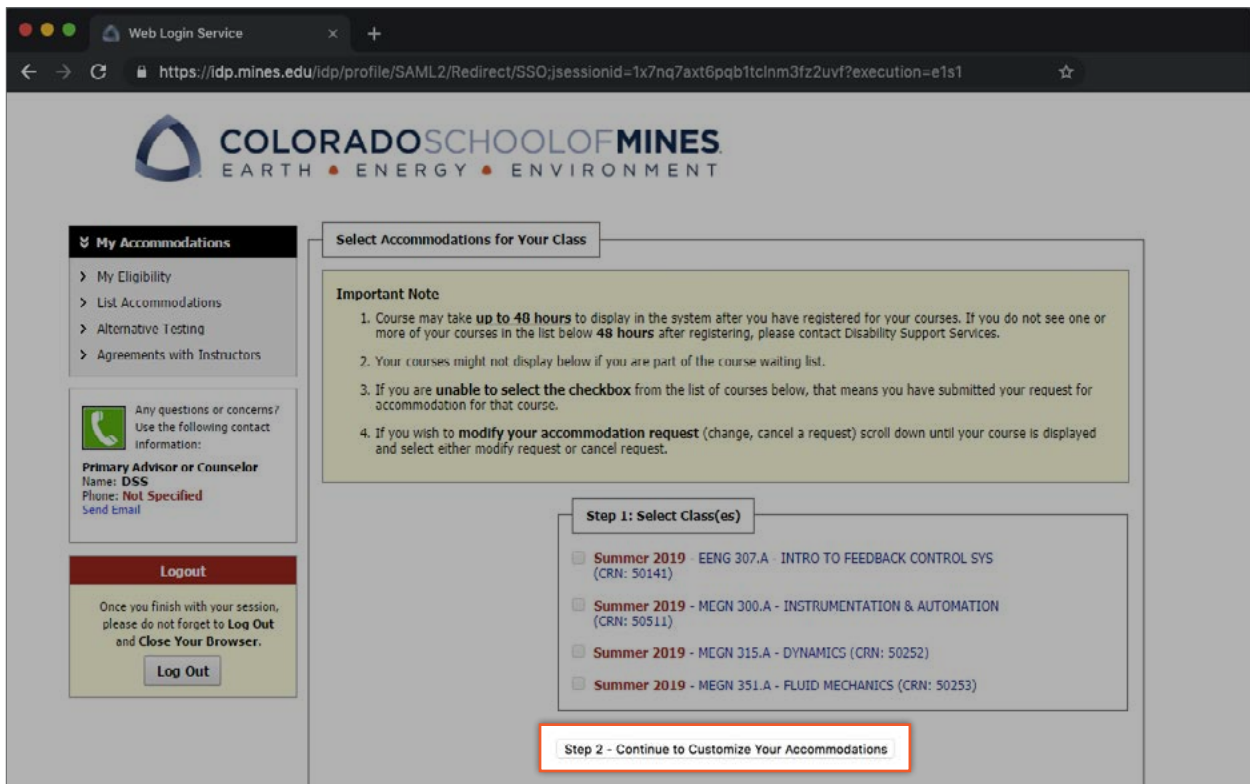


3 Read and sign any E-Form Agreements.

4 From your dashboard find the 'Select Accommodations for Your Class' section. Under 'Step 1' you will find a list of classes you have registered for. Select the classes you want accommodations.

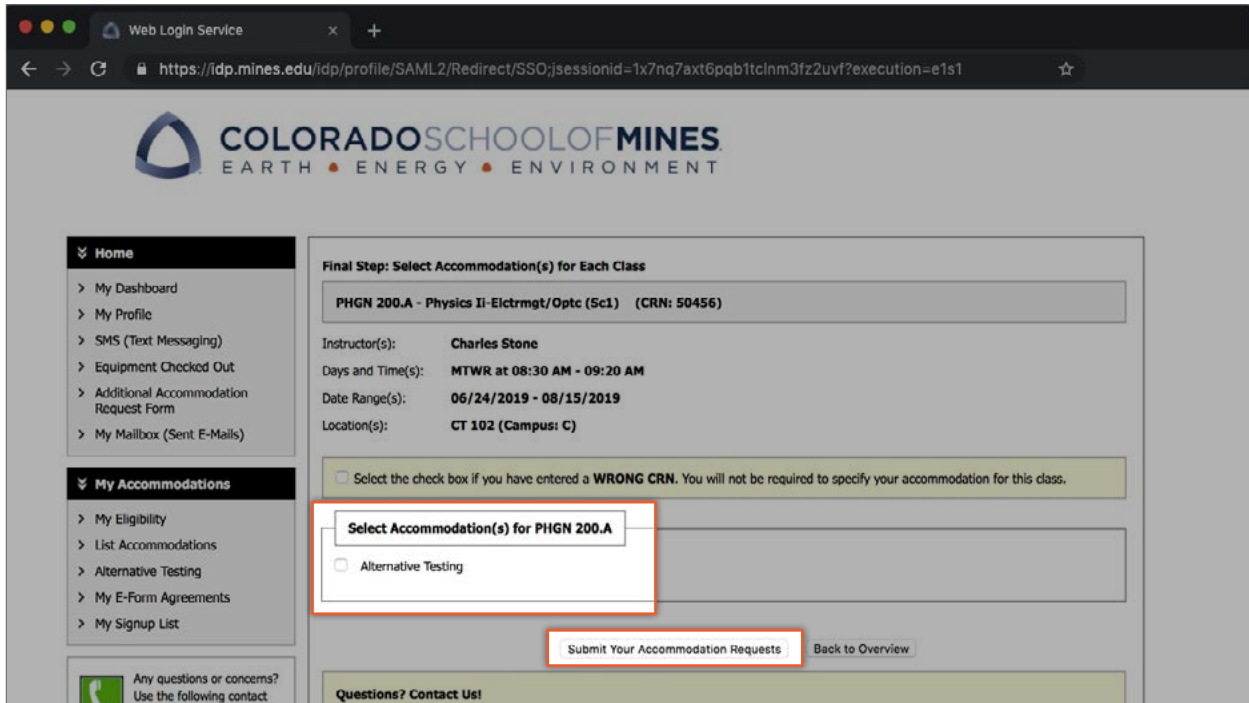


5 Select 'Step 2: Continue to Customize Your Accommodations'.



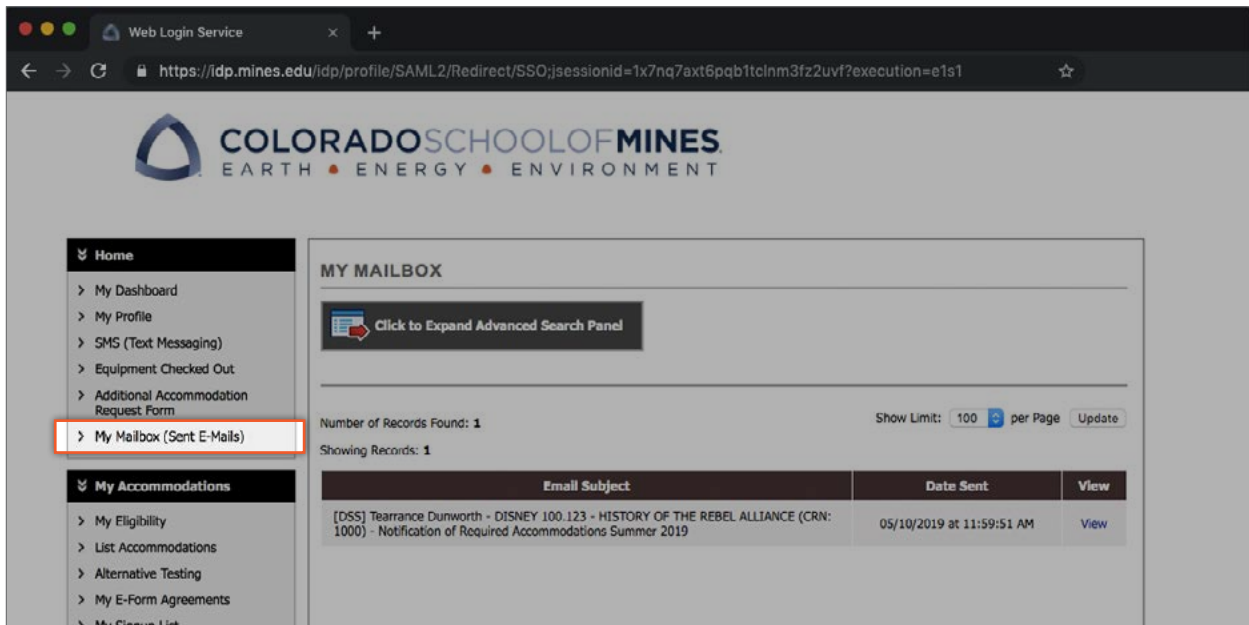
6

Choose the accommodations you want to use in each class. When you are finished choosing the accommodations, select the 'Submit Your Accommodation Request' button.



7

DSS emails the Accommodation Letter to your instructor(s). After it is sent (which can take up to 48 hours), view a copy of your letter in "My Mailbox."



8

Follow up with each professor/instructor to confirm the Accommodation Letter is received. Meet with your professor at the beginning of the semester to discuss your accommodations and any needed exam arrangements.