Instructions for Requesting Accommodation Letters



Click on Access AIM Portal button.

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| | Home - Students - Faculty - Mines Testing Center - Contact |
| A | AIM STUDENT-PORTAL AIM STUDENT PORTAL AIM STUDENT PORTAL |
| Acc acc ma | cess your accommodations and online DSS profile through the AIM portal to request commodations, send letters to faculty, acknowledge policies. Learn more about AIM and how to nage your accommodations. Notice of 2 business days is required to submit an exam request with the Mines Testing Center. We highly encourage students to schedule exams for the entire semester in advance. |
| SC | CHEDULE EXAMS IN AIM? |
| The | e Mines Testing Center is available to support students with accommodations for proctored in- rson and online exams. For online exams, do not need to schedule to take their exams in the MTC For online/remote exams, students do not |

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

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| Login to A Managem | COLORADOSCHOOLOFMINES. EARTH • ENERGY • ENVIRONMENT ccessible Information ant, LLC |
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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.

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| EARTH | • ENERGY • ENVIRONMENT | | | |
| V My Accommodations | Select Accommodations for Your Class | | | |
| My Fliaibility | | | | |
| List Accommodations | Important Note | | | |
| Alternative Testing | Course may take up to 48 hours to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below 48 hours after registering, please contact Disability Support Services. | | | |
| Agreements with Instructors | 2. Your courses might not display below if you are part of the course waiting list. | | | |
| | 3. If you are unable to select the checkbox from the list of courses below, that means you have submitted your request for | | | |
| Any questions or concerns? | accommodation for that course. | | | |
| Information: | and select either modify request or cancel request. | | | |
| Primary Advisor or Counselor Name: DSS | | | | |
| Phone: Not Specified Send Email | Step 1: Select Class(es) | | | |
| | | | | |
| Logout | Summer 2019 - EENG 307.A - INTRO TO FEEDBACK CONTROL SYS (CRN: 50141) | | | |
| Once you finish with your session, | Summer 2019 - MEGN 300.A - INSTRUMENTATION & AUTOMATION | | | |
| please do not forget to Log Out | (CRN: 50511) | | | |
| Log Out | Summer 2019 - MEGN 315.A - DYNAMICS (CRN: 50252) | | | |
| Log out | Summer 2019 - MEGN 351.A - FLUID MECHANICS (CRN: 50253) | | | |
| | Step 2 - Continue to Customize Your Accommodations | | | |
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5 Select 'Step 2: Continue to Customize Your Accommodations'.

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| COLO EARTH | RADOSCHOOLOFMINES |
| V My Accommodations | Select Accommodations for Your Class |
| My Eligibility List Accommodations Alternative Testing Agreements with Instructors | Important Note 1. Course may take up to 48 hours to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below 48 hours after registering, please contact Disability Support Services. 2. Your courses might not display below if you are part of the course waiting list. |
| Any questions or concerns? Use the following contact information: Primary Advisor or Counselor Name: DSS | If you are unable to select the checkbox from the list of courses below, that means you have submitted your request for accommodation for that course. If you wish to modify your accommodation request (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request. |
| Send Email | Step 1: Select Class(es) |
| Logout | Summer 2019 - EENG 307,A - INTRO TO FEEDBACK CONTROL SYS (CRN: 50141) |
| Once you finish with your session, please do not forget to Log Out | Summer 2019 - MEGN 300.A - INSTRUMENTATION & AUTOMATION (CRN: 50511) |
| Log Out | Summer 2019 - MEGN 315.A - DYNAMICS (CRN: 50252) |
| | Summer 2019 - MEGN 351.A - FLUID MECHANICS (CRN: 50253) |
| | Step 2 - Continue to Customize Your Accommodations |



Choose the accommodations you want to use in each class. 6 When you are finished choosing the accommodations, select the 'Submit Your Accommodation Request' button.

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| COL EART | ORADOSCHOOLOFMINES. H • ENERGY • ENVIRONMENT |
| ¥ Home | Final Step: Select Accommodation(s) for Each Class |
| My Dashboard My Profile | PHGN 200.A - Physics II-Elctrmgt/Optc (Sc1) (CRN: 50456) |
| SMS (Text Messaging) Equipment Checked Out Additional Accommodation Request Form My Mailbox (Sent E-Mails) | Instructor(s): Charles Stone Days and Time(s): MTWR at 08:30 AM - 09:20 AM Date Range(s): 06/24/2019 - 08/15/2019 Location(s): CT 102 (Campus: C) |
| ¥ My Accommodations | Select the check box if you have entered a WRONG CRN. You will not be required to specify your accommodation for this class. |
| My Eligibility List Accommodations Alternative Testing My E-Form Agreements | Select Accommodation(s) for PHGN 200.A |
| My Signup List Any questions or concerns? Use the following contact | Submit Your Accommodation Requests Back to Overview Questions? Contact Us! |

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."

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| Home > My Dashboard My Profile > SMS (Text Messaging) Equipment Checked Out | MY MAILBOX | | _ | | | |
| Additional Accommodation Request Form My Mailbox (Sent E-Mails) | Number of Records Found: 1 Showing Records: 1 | Show Limit: 100 👩 per Page | Update | | | |
| ℅ My Accommodations | Email Subject | Date Sent | View | | | |
| My Eligibility List Accommodations Alternative Testing My E-Form Agreements | [DSS] Tearrance Dunworth - DISNEY 100.123 - HISTORY OF THE REBEL ALLIANCE (CRN: 1000) - Notification of Required Accommodations Summer 2019 | 05/10/2019 at 11:59:51 AM | View | | | |

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.



Please contact DSS with any questions or concerns: disabilitysupport@mines.edu