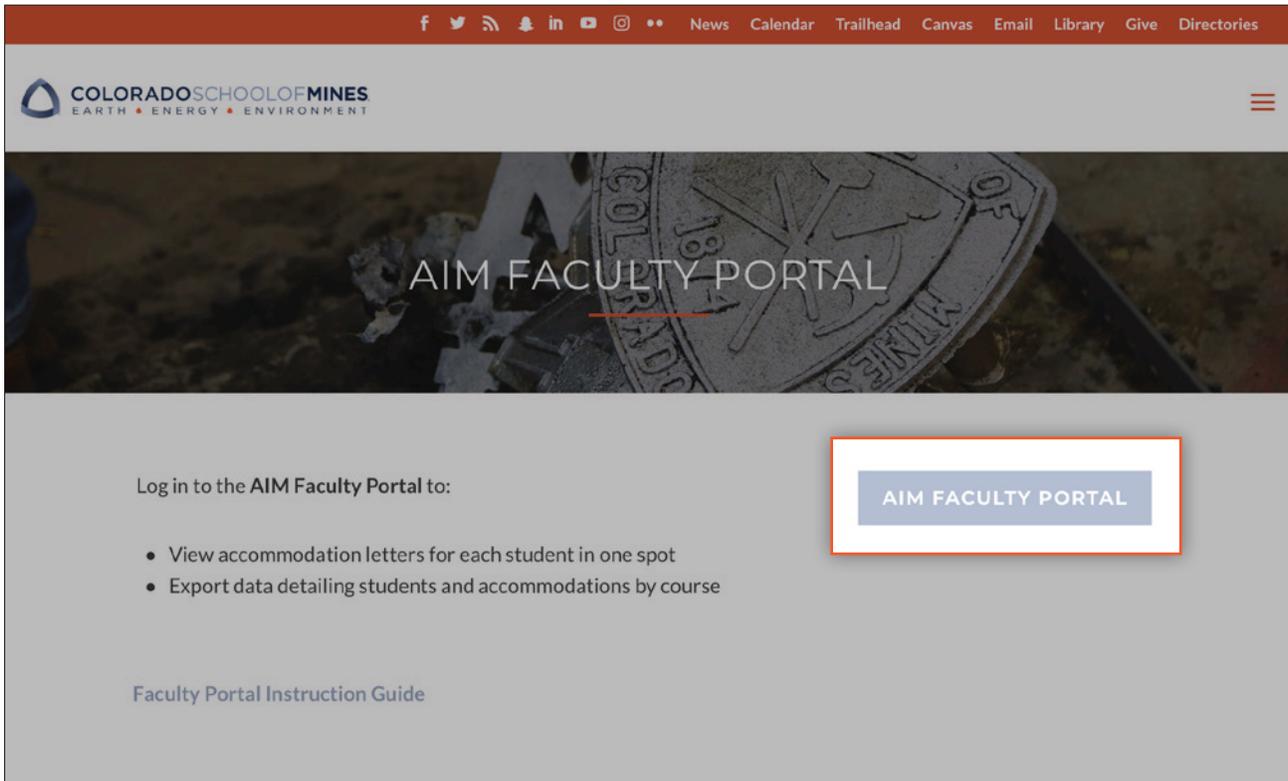


# AIM Faculty Portal Guide

- 1 Go to the [AIM Faculty Portal](#) and click on the button to login.



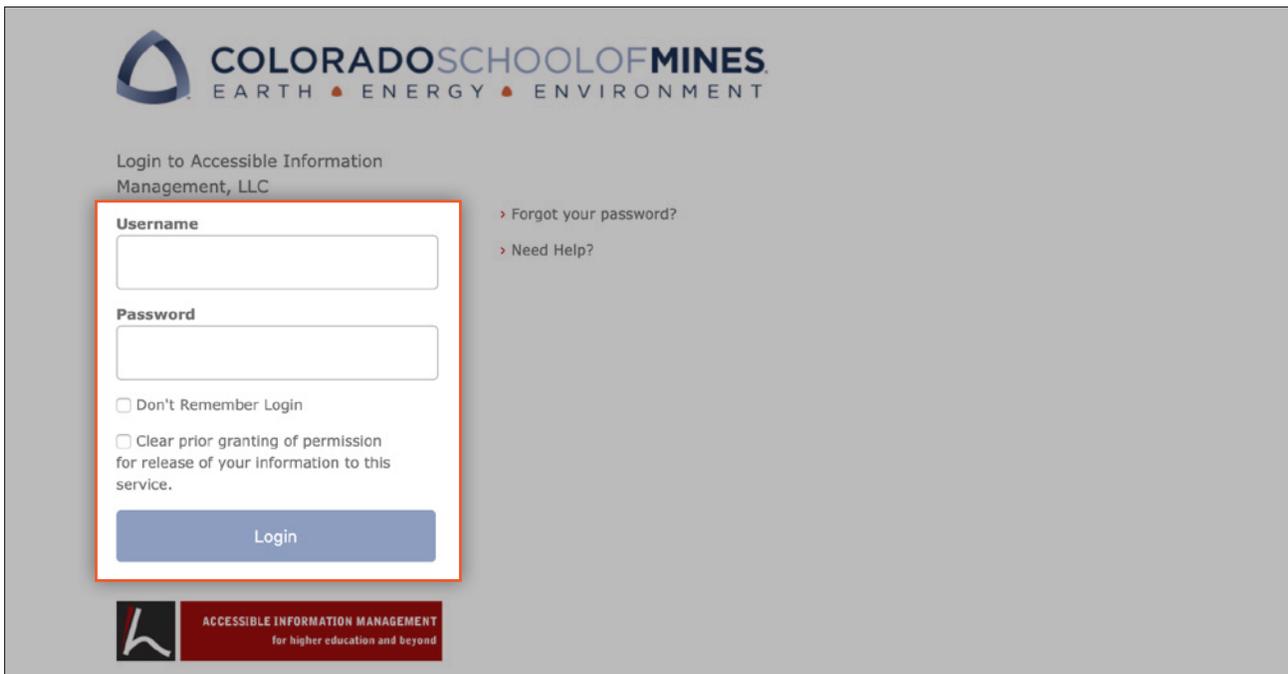
The screenshot shows the top navigation bar with social media icons and links for News, Calendar, Trailhead, Canvas, Email, Library, Give, and Directories. The Colorado School of Mines logo is in the top left. The main heading is "AIM FACULTY PORTAL" over a background image of a mine. A button labeled "AIM FACULTY PORTAL" is highlighted with a red border. Below the button, there are instructions and a list of features.

Log in to the AIM Faculty Portal to:

- View accommodation letters for each student in one spot
- Export data detailing students and accommodations by course

[Faculty Portal Instruction Guide](#)

- 2 Use your Mines single sign-on to login.



The screenshot shows the login form for the AIM Faculty Portal. The Colorado School of Mines logo is at the top left. The text "Login to Accessible Information Management, LLC" is centered. The login form is highlighted with a red border and contains the following fields and options:

Username  
[Text Input Field]

Password  
[Text Input Field]

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

[Forgot your password?](#)

[Need Help?](#)

[Login](#)

ACCESSIBLE INFORMATION MANAGEMENT  
for higher education and beyond

3 To view a student's accommodation letter, click on the **View** link in the left column.

Students will be sorted by course and section (if you are an instructor in multiple courses). If you need to be added as an instructor for a course or change instructor information, please contact [testingcenter@mines.edu](mailto:testingcenter@mines.edu). Updates may take 24 hours to take effect.

You can also export your student list as a CSV.

**Export Search Result To CSV (Comma-Separated Values) File**

For Accommodation Export, Sort Column by:

View	CRN	SBJ	CRS	SEC	Student's Full Name	ATS	NTE	ETX	DHH	Status
<a href="#">View</a>	10006	CHGN	121	A		Yes				Read
<a href="#">View</a>	10006	CHGN	121	A		Yes				Emailed
<a href="#">View</a>	10006	CHGN	121	A		Yes				Emailed
<a href="#">View</a>	10006	CHGN	121	A		Yes				Emailed
<a href="#">View</a>	10006	CHGN	121	A		Yes				Emailed
<a href="#">View</a>	10006	CHGN	121	A		Yes				Read
<a href="#">View</a>	10006	CHGN	121	A		Yes				Emailed
<a href="#">View</a>	10006	CHGN	121	A		Yes				Emailed
<a href="#">View</a>	11151	CHGN	121	B		Yes				Emailed