Instructions for Requesting Exams via AIM

The AIM student portal is found on the Disability Support Services Website (direct link below):
www.mines.edu/disability-support-services/aim-student-portal/

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 In AIM, your courses will be listed on your dashboard overview. If courses are not listed, contact the DSS office.

4 Under My Accommodations, click on the alternative testing link as shown here.
5. Under Alternative Testing, select the course you wish to schedule an exam. Click the “Schedule an Exam” button.

6. Under Exam Detail, complete required fields. If you have an exam conflict please list details in the Additional Note field. Click “Add Exam Request” button to complete.
Once complete, the following confirmation will appear for this exam.

Click “View Other Exams” to see status of exams requested.