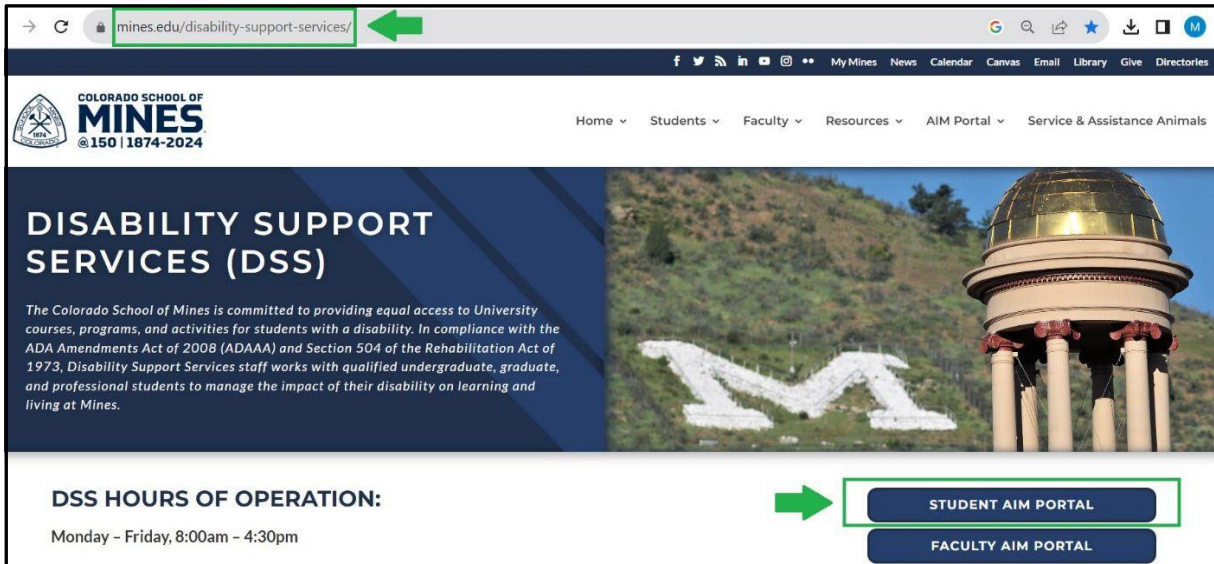
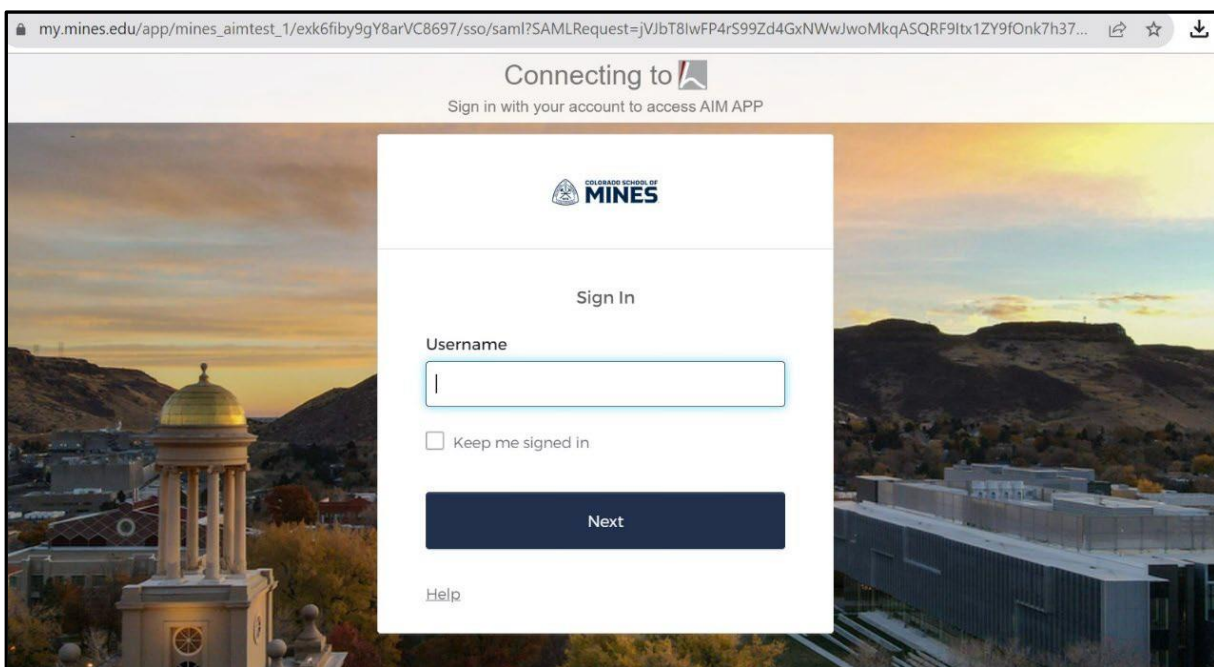


Distribute Accommodation Letters to Faculty

Step 1: Go to mines.edu/disability-support-services/ and click **Student AIM Portal**.

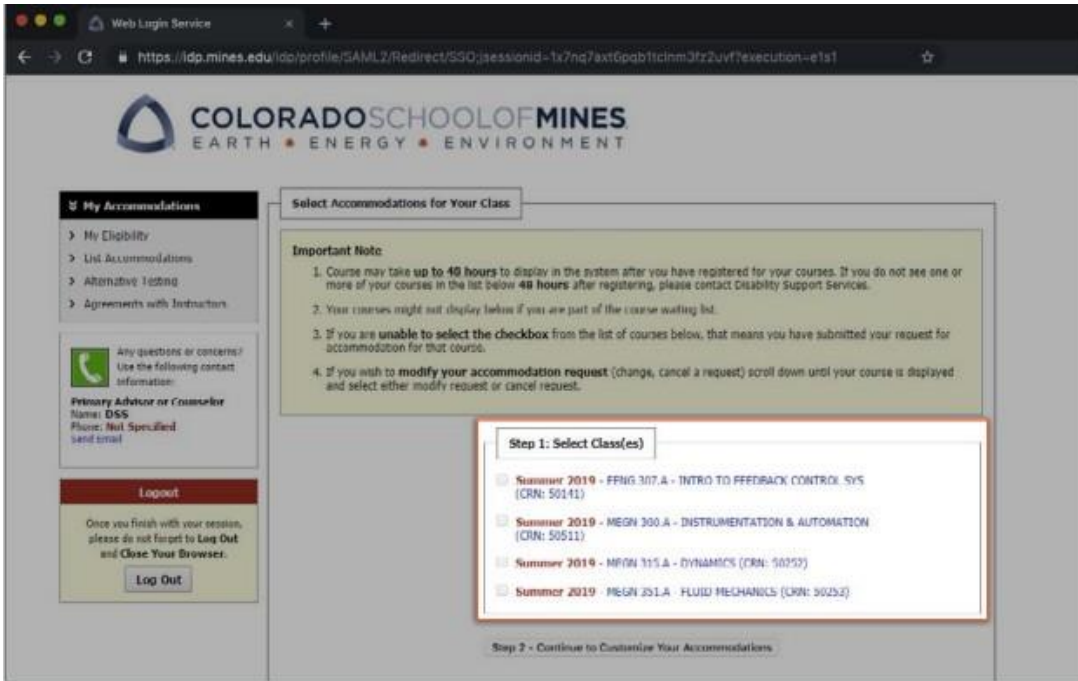


Step 2: Log in to the Student AIM Portal with your Mines username and password.

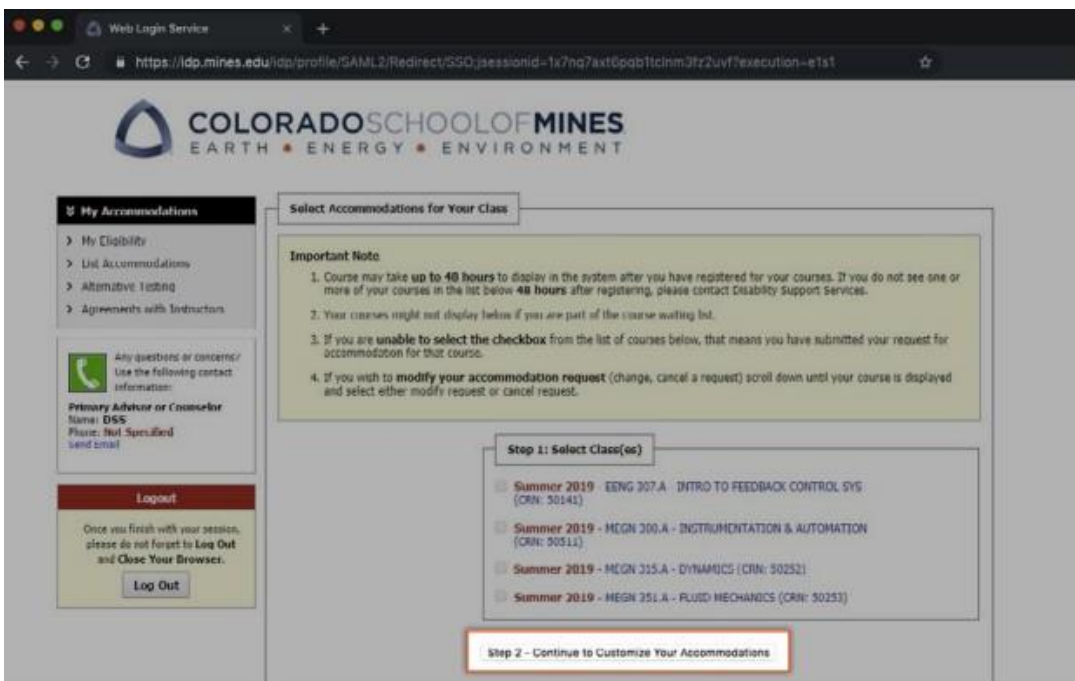


Step 3: Read and sign any E-Form Agreements.

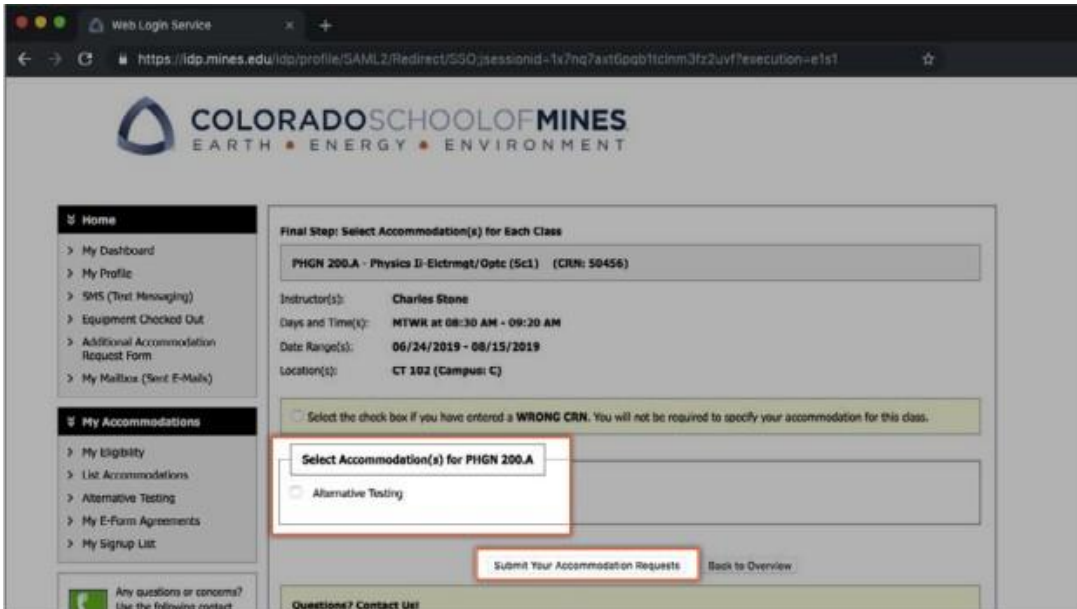
Step 4: From your dashboard find the 'Select Accommodations for Your Class' section. Under 'Step 1' you will find a list of classes your current classes. Select the classes you want accommodations.



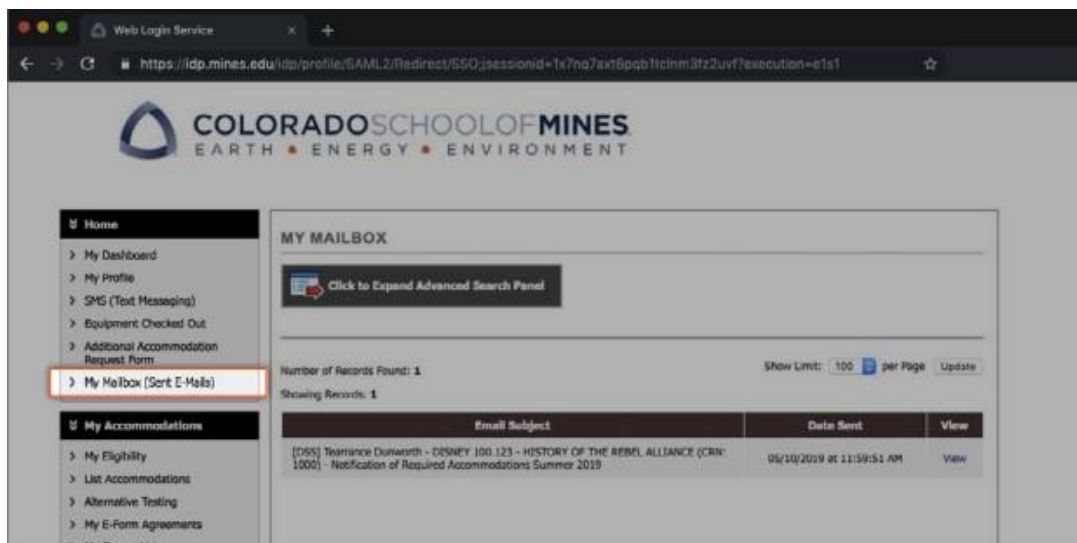
Step 5: Select 'Step 2: Continue to Customize Your Accommodations'.



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



Step 7: Once submitted, Accommodation Letters are emailed to your professor(s). View a copy of your sent Accommodation Letters in 'My Mailbox'



Step 8: Follow up with each professor to confirm the Accommodation Letter is received. Please contact DSS with any questions or concerns: disabilitysupport@mines.edu.