## **Distribute Accommodation Letters to Faculty**

## Step 1: Go to <u>mines.edu/disability-support-services/</u> and click Student AIM Portal.



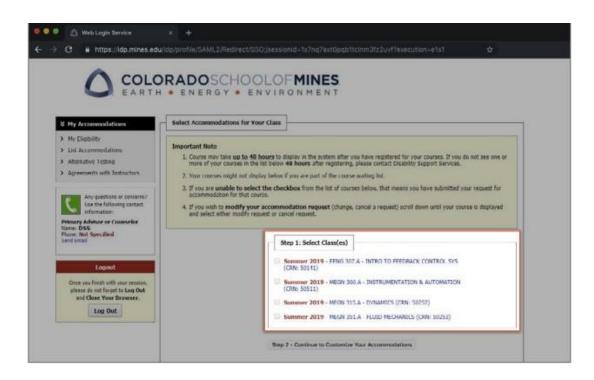
Step 2: Log in to the Student AIM Portal with your Mines username and password.

my.mines.edu/app/mines_aimtest_1/exk6fiby9g	Y8arVC8697/sso/saml?SAMLRequest=jVJbT8IwFP4rS9	9Zd4GxNWwJwoMkqASQRF9Itx1ZY9fOnk7h37 🖻 🛧 🛃
	Connecting to K Sign in with your account to access AIM AP	P
	Sign In Username	
	Keep me signed in	
	Next	
	Help	

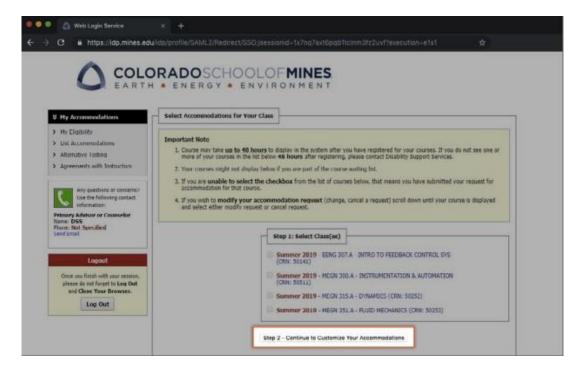


Step 3: Read and sign any E-Form Agreements.

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.

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3 Home	Final Step: Select Accommodation(s) for Each Class			
> My Deshboard > My Profile	PHGN 200.A - Physics II-Eletrmgt/Optc (Sc1) (CRN: 50456)			
> SMS (Text Hessaging)	Instructoris): Charles Stone			
Equipment Checked Out	Days and Time(c): MTWR at 08:30 AM - 09:20 AM			
<ul> <li>Additional Accommodation Request Form</li> </ul>	Date Range(s): 06/24/2019 - 08/15/2019			
> My Maillon (Sent E-Mails)	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	Select Accommodation(s) for PHGN 200.A			
> List Accommodations	Alternative Testing			
<ul> <li>Alternative Testing</li> <li>My E-Form Agreements</li> </ul>				

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

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Home           My Deshloard           My Profile           SMS (Text Hesseping)           > Boylpment Checked Dut	MY MAILBOX		
<ul> <li>Additional Accommodation Request Form</li> <li>My Melbox (Sent E-Mells)</li> </ul>	Number of Records Found: 1 Showing Records: 1	Show Limit: 100 📄 per Page	Update
3 My Accommodations	Email Subject	Date Sent	View
<ul> <li>My Eligibility</li> <li>List Accommodations</li> <li>Alternative Testing</li> </ul>	[DSS] Teamarce Durworth - DSNEY 100.123 - HISTORY OF THE REBEL ALLIANCE (CRI: 1000) - Notification of Reguled Accommodations Summer 2019	05/10/2019 at 11:59:51 AM	View

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.

