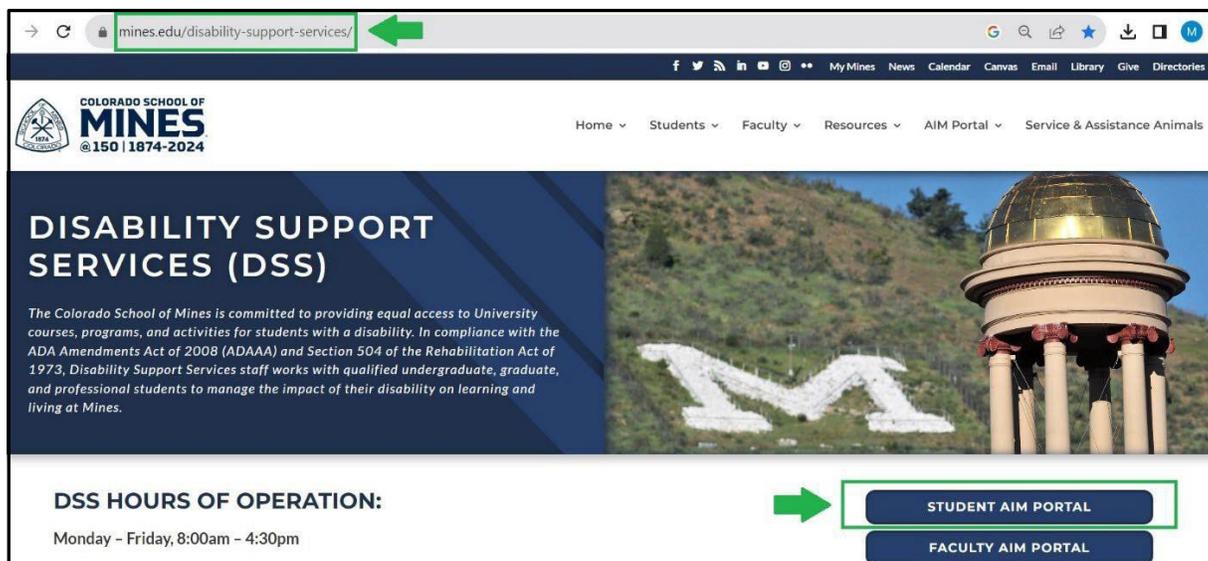
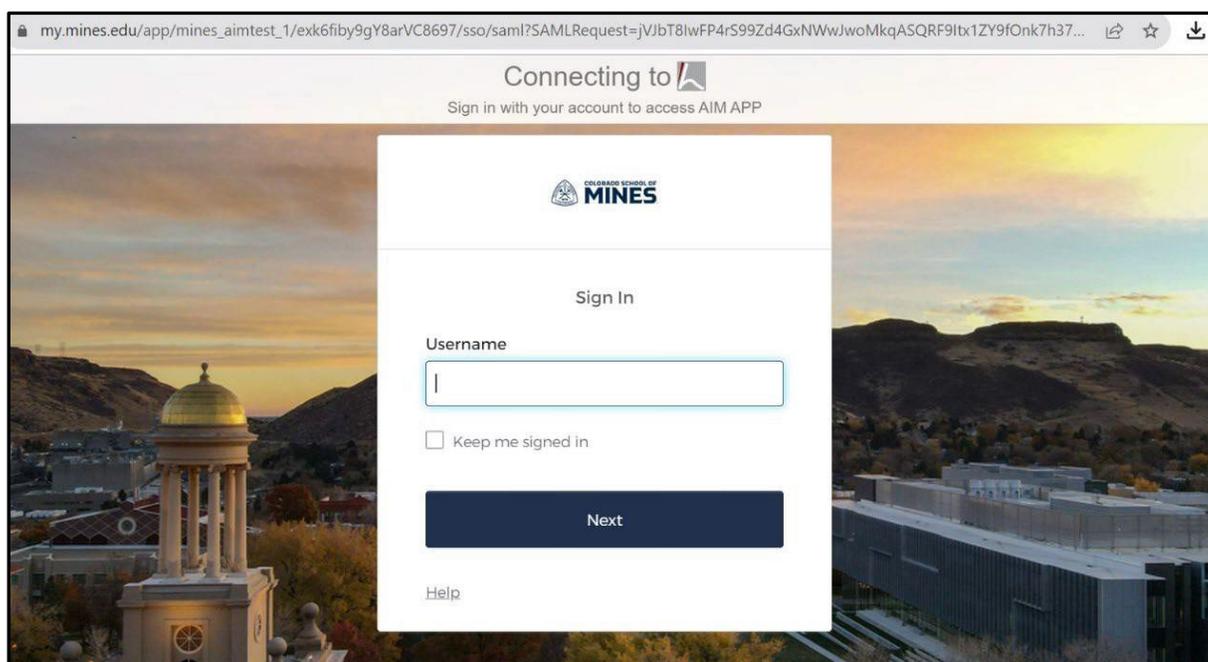


# Distribute Accommodation Letters to Faculty

**Step 1:** Go to [mines.edu/disability-support-services/](https://mines.edu/disability-support-services/) and click **Student AIM Portal**.

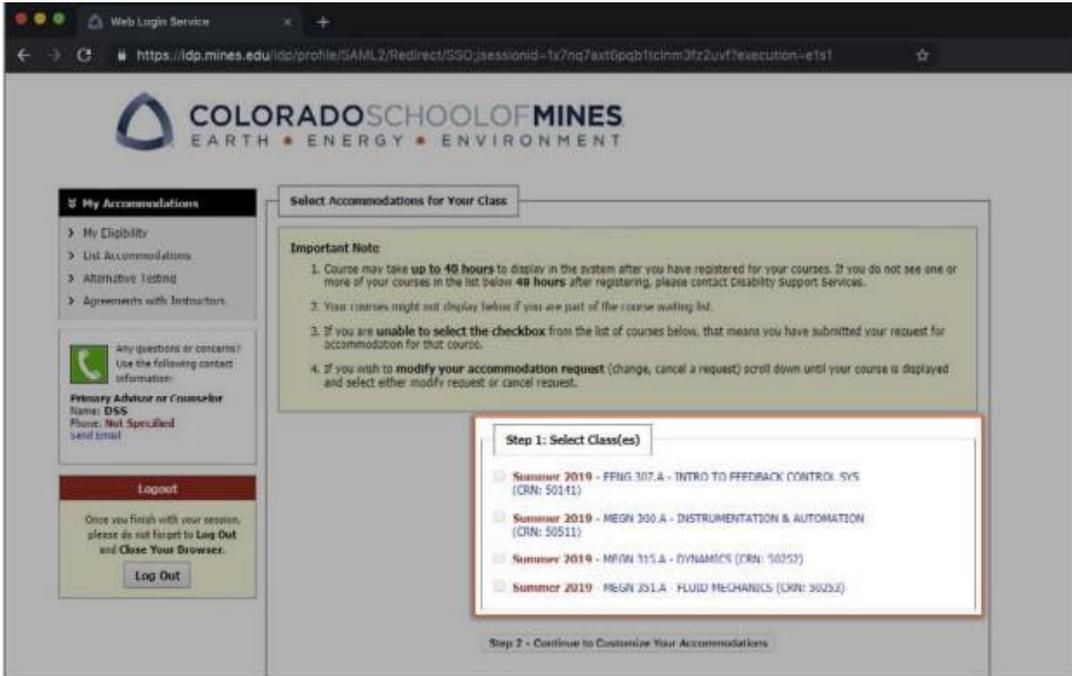


**Step 2:** Log in to the Student AIM Portal with your Mines username and password.

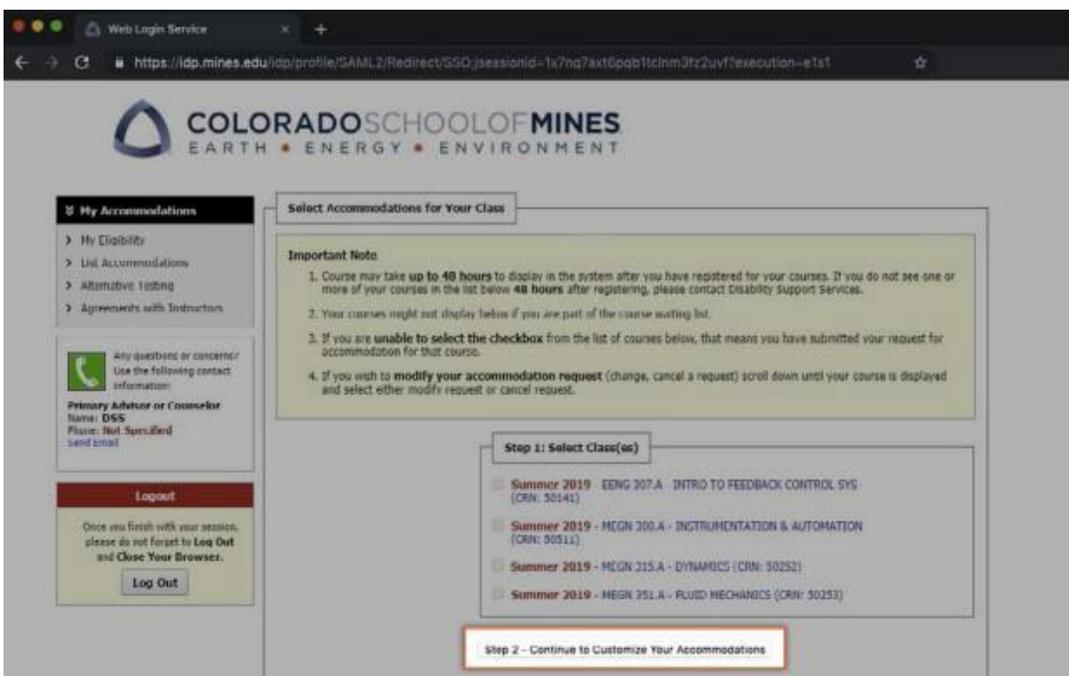


### Step 3: Read and sign any E-Form Agreements.

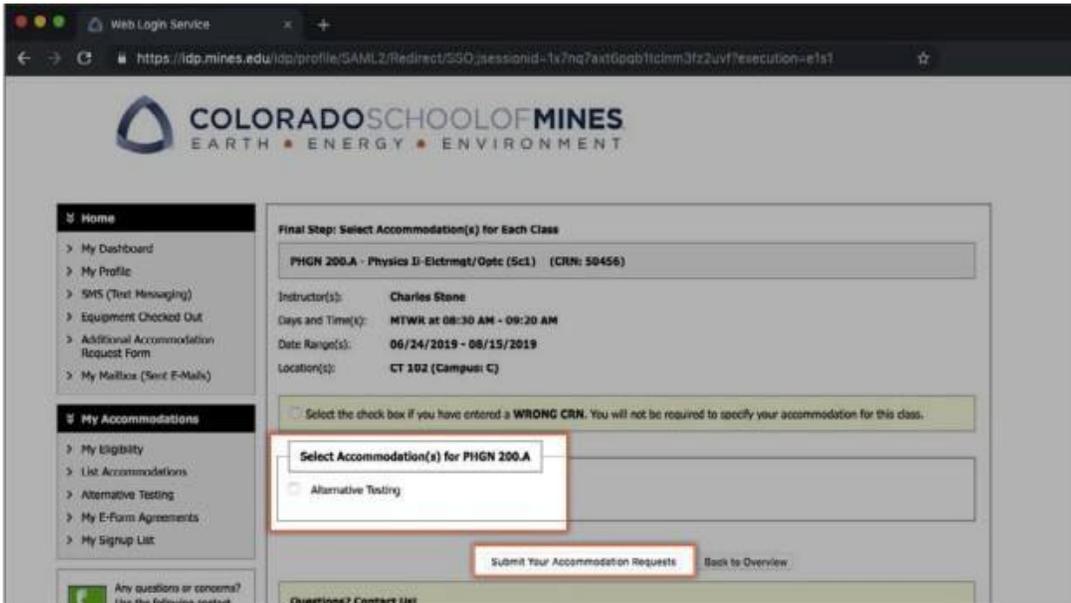
Step 4: From your dashboard find the 'Select Accommodations for Your Class' section. Under 'Step 1' you will find a list of your current classes. Select the classes you want to notify your instructor of your approved accommodations.



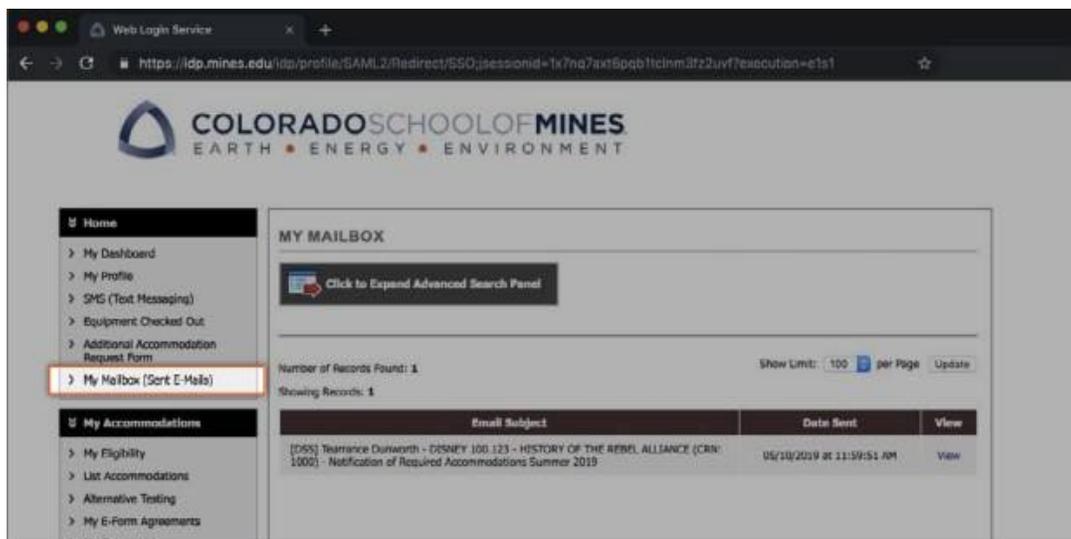
Step 5: Select 'Step 2: Continue to Customize Your Accommodations'.



**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](mailto:disabilitysupport@mines.edu).