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.

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	Sign in with your account to access AIM APP	
	Sign In	
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	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 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.

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3 Home	Final Step: Select Accommodation(s) for Each Class
> My Dashboard	PHGN 200.A - Physics B-Eletringt/Optc (Scl.) (CIU: 50456)
> SMS (Text Hensaging)	Instructor(s): Charles Stone
Equipment Checked Out	Days and Time(i): MTWR at 08:30 AM - 09:20 AM
 Additional Accommodation Request Form 	Detr. Range(s): 06/24/2019 - 08/15/2019
> My Mailina (Sent E-Mails)	Locatoristi et zuz (campus e)
¥ 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 Lagibility	Select Accommodation(s) for PHGN 200.A
> List Accommodations	Alternative Testing
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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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> My Deshboerd			
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	STREET CONTRACTOR &		
	TACING MALE AND A	M24-5200	
S My Accommodations	Email Subject	Date Sent	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.

