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 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.