Instructions for Requesting Accommodation Letters

1. Click on Access AIM Portal button.

2. Login to the AIM Student Portal with your Mines username and password. Username is without @mines.edu.
3. Read and sign any E-Form Agreements.

4. From your dashboard find the ‘Select Accommodations for Your Class’ section. Under ‘Step 1’ you will find a list of classes you have registered for. Select the classes you want accommodations.

5. Select ‘Step 2: Continue to Customize Your Accommodations’.
Choose the accommodations you want to use in each class. When you are finished choosing the accommodations, select the ‘Submit Your Accommodation Request’ button.

DSS emails the Accommodation Letter to your instructor(s). After it is sent (which can take up to 48 hours), view a copy of your letter in “My Mailbox.”

Follow up with each professor/instructor to confirm the Accommodation Letter is received. Meet with your professor at the beginning of the semester to discuss your accommodations and any needed exam arrangements.