



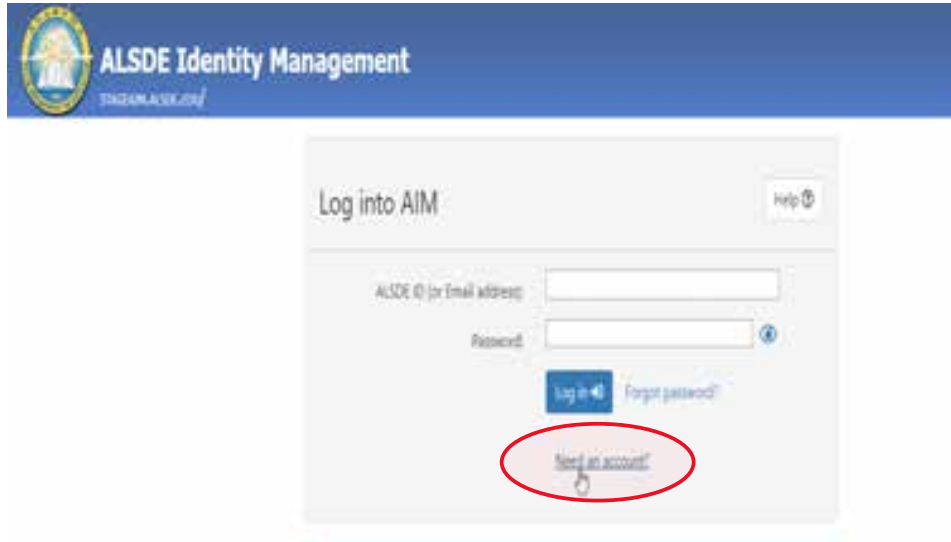
Alabama State Department of Education Educator Certification Section

Creating an AIM Account

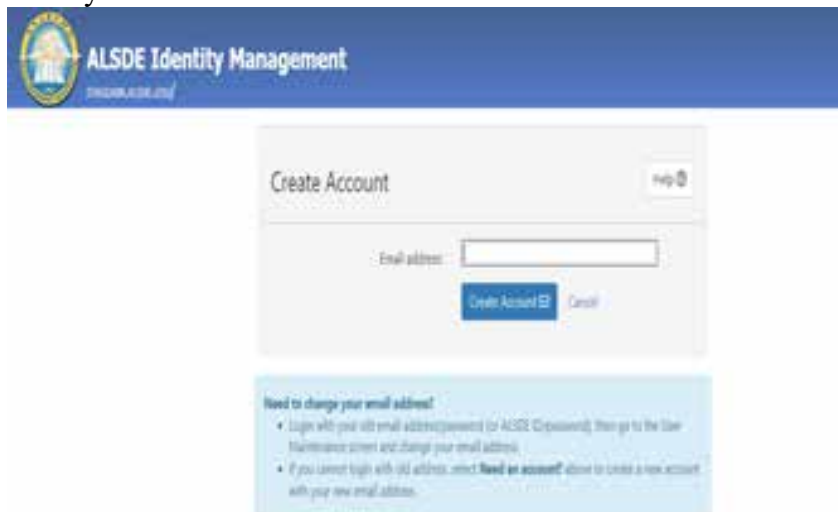
This document is intended to provide basic information and will be updated as needed.

Creating an AIM account

1. Visit <https://aim.alsde.edu>.
2. Select 'Need an account.'



3. Enter your email address and select 'Create Account.'



4. AIM will send an email to the address provided; go to your email and click the link.

The image shows a sequence of steps for account creation. At the top, a green notification box states "Email sent! We sent an email to [redacted]@gmail.com; check and follow instructions." Below this is a "Log into AIM" form with fields for "ALSDE ID (or Email address)" and "Password", a "Log in" button, and a "Forgot password?" link. The bottom portion of the image is a screenshot of an email from "ALSDE AIM - do not reply" with the subject "Confirm Account Creation". The email body contains instructions to click a link to confirm the account creation. The link is highlighted with a red box: <https://login.alsde.edu/index.aspx?tr=564151-6229-4c93-9442-9d370e4689a>. A footer note states: "This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message."

5. Provide required details in the Create Account page and select ‘Create Account.’
Note: Be sure to follow password requirements.

Create Account Help

Please enter your name as indicated on government issued identification.

Email address: [redacted]@gmail.com
Title: [redacted]
Legal first name: [redacted]
Legal middle name: [redacted] Optional
Maiden name: [redacted] Optional
Legal last name: [redacted]
Suffix: [redacted]

Your password must:
1) be between eight and sixteen characters in length,
2) contain at least one number,
3) contain at least one uppercase letter,
4) contain at least one lowercase letter,
5) contain at least one special character, and
6) match the verification password.

Password: [redacted]
Verify Password: [redacted]

Create Account Cancel

6. Select security questions and answers and select ‘Save answers.’
Note: Remember your answers. They will be needed if you ever need to recover your account.

Security Questions

Please select one question from each of the provided lists and supply an answer that only you would provide for this question. Should you forget your password or lock your account, we will ask you these questions. For your protection, you must answer these questions correctly before your password may be reset or your account unlocked.

Question 1
Select Question: [dropdown]
Answer: Mrs. Smith

Question 2
Select Question: [dropdown]
Answer: Steve Jobs

Question 3
Select Question: [dropdown]
Answer: Blue

Save answers

7. Acknowledge restrictions, agree to the terms of usage, and select ‘Yes, continue.’

AIM Use and Restrictions

I acknowledge the restrictions.
 I agree to the terms of usage.

Yes, continue **No, do not continue**

8. Enter information on Demographics page and select ‘Save demographics.’

Demographics

The following information is required for assignment in the Education Directory. This information is used to properly update teaching certificates and bonds. Please review and/or provide the required information below. If the correct SSN/DOB is not entered, it will delay your registration/acceptance and/or certification process.

SSN:

Sex:

Date of birth:

Work phone:

[Save demographics](#)

9. When AIM registration is complete the applicant will be taken to their home page. Select ‘Fieldprint Background Check’ to start registration for a background check. **Note:** Be sure to make note of your ALSDE ID#. This will be needed to complete registration with Fieldprint.

