



**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.'



#### Log into AIM

Help

ALSDE ID (or Email address):

Password:

Log in

Forgot password?

Need an account?

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



#### Create Account

Help

Email address:

Create Account

Cancel

##### Need to change your email address?

- Log in with your current email address and click on "Need to change your email address?"
- Make sure you are logged in as the user you want to change.
- If you are not logged in, click on "Need an account" to create a new account.

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

**Email sent!**

We sent an email to [redacted]@gmail.com. Check and follow instructions.

## Log into AIM

Help ⓘ

ALSDE ID (or Email address):

Password:

Log in ↗

Forgot password? ↗

Need an account?



ALSDE AIM - do not reply - [redacted]@alsde.edu

7:07 AM (GMT-05:00) ☆ ↻ ⓘ

### Confirm Account Creation

This address [redacted]@gmail.com recently requested to create an ALSDE AIM account. If you did not initiate this account creation, please delete and ignore this message.

If you want to create an account, please open the link below (or cut and paste into your favorite browser) to confirm your ownership of this email account.

<https://stageaim.alsde.edu/index.aspx?at=6afe4161-c299-4c6f-9492-d4d3c2a4d4ba>

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 it is listed on government issued identification

Email address:  Title:   
 Legal first name:  Legal middle name:   
 Maiden name:  Legal last name:  Suffix:   
 Your password must:  
 be at least 8 characters in length  
 contain at least one number  
 contain at least one uppercase letter  
 contain at least one lowercase letter  
 contain at least one special character  
 contain the following on separate sides:

Password:   
 Verify Password:

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

Question 1: What is your favorite color?  
 Question 2: What is the name of your favorite animal?  
 Question 3: What is your favorite city?

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.

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 boards.

Please review and/or provide the required information below. If the correct SFWDOS is not entered, it will delay your registration/access and/or certification process.

SSN:

Sex:

Date of birth:

Work phone:

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.



