

**Alabama State Department of Education
Educator Certification Section**

**Registering for a Criminal History Background Check with Fieldprint**

**Applicants will need:**

* A computer, tablet, or smartphone with internet access
* A valid email account
* Established AIM account
* ALSDE ID#
* Fee of $46.20 paid by debit card, credit card, or PayPal account (prepaid debit card or credit cards are acceptable)
* Ability to provide commonly known personal information (SSN, DOB, DL#, Height, Weight, etc.)

**Be sure your applicants follow the required sequence below. If they do not, they will not be able to complete the process successfully.**

Step 1: Create an AIM Account

Step 2: Complete Background Check Registration in AIM

Step 3: Create Fieldprint Account

Step 4: Complete authorization forms, schedule appointment, and fee payment

Step 5: Report for fingerprint appointment

1. Start by visiting our ALSDE Identity Management website at <https://aim.alsde.edu> and select “Need an account?.” Follow the prompts to complete your AIM account.

**Note: Existing AIM users should simply log into AIM by entering their ALSDE ID# or Email address and Password.**

1. After AIM account is created, log in to AIM and select the ‘Fieldprint Background Check’ tile.

2.1 Press ‘Set’ button under Educator certification and Criminal history Background checks

**Note:** It is the applicant’s responsibility to provide accurate information. Failing to do so may result in a significant delays of the background check review. The user will need to keep up with the ALSDE ID# assigned in AIM. That number will be referenced when attempting to schedule an appointment with Fieldprint.

2.2 Enter Race and Ethnicity details and select ‘Save’ and then ‘Continue to Citizenship.’

2.3 Enter Citizenship details and select ‘Save’ and then ‘Continue to Phone Numbers.”

2.4 Enter Phone Number details and select ‘Continue to Home Address.’ **Note:** At least one phone number is required for registration.

2.5 Enter/Edit Home Address details and select ‘Continue to Characteristics.’

2.6 Enter Characteristics and select ‘Save’ and then ‘Continue to Birth Details’

2.7 Enter Birth Details and select ‘Save’ and then ‘Continue to Background Details.’

2.8.a Applicant selects the position type he or she is seeking.

2.8.b Applicant selects School System/IHE/Nonpublic school with which they are affiliated.

**Note:** Type the name of the LEA/Institution/Nonpublic school or engage the drop down arrow to see an alphabetical listing.

2.8.c Applicant answers questions regarding convictions and then selects ‘Save’ and

 ‘Continue to State Identification.’ **Note:** If the applicants selects ‘Yes’ a pop-up message

 will be displayed informing the applicant to send additional information to the ALSDE.

 A ‘Yes’ response **does not** prevent the applicant from completing registration.

2.9 Enter State Identification details and select ‘Save’ and ‘Continue to RSA ID.’

2.10 Enter RSA ID details and select continue. Note: RSA ID number is optional. If you do not have, or do not know your RSA ID number simply select ‘No’ and ‘Continue’ to complete your AIM registration. Note: The user will be immediately transferred to the Fieldprint Welcome screen.

3. Select ‘Sign Up’ to begin. Note: The applicant has been transitioned to Fieldprint.

3.1 User will review Fieldprint Authorization form and select ‘I Agree.’

3.2 User enters information to create including Username, Password, and Security

Questions and selects ‘Continue.’ **Note:** Please record your password and security questions and answers securely. Answers to security questions cannot be duplicated.

3.3 Following the completion of screen 3.2 the user will be taken to the ‘Verify Account’

screen. Note: An 8-digit code will be sent to the email account entered on the previous screen. Enter the 8-digit code and select ‘Complete Registration.’

3.4 User is returned to the Login screen. Select ‘Log In’ to continue with registration.

3.5 Provide answer to security question and select ‘Continue.’ **Note:** This Question and Answer was created during account creation with Fieldprint.

* 1. Enter ALSDE ID#, Last Name, and DOB and select ‘Continue’
	2. Enter contact information and select ‘Continue.’
	3. Review AL DOE Release form and select ‘I agree’ then ‘Continue.’
	4. Review Fieldprint Biometric Disclosure form and select ‘I agree’ then ‘Continue.’

3.10 Review the FBI Noncriminal Justice Applicant Privacy Rights Statement and select ‘I acknowledge…’ then ‘Continue.’

 Review the Privacy Act Statement and select ‘I acknowledge…’ then ‘Continue.’

**Schedule Appointment and Payment**

4.1 Enter full address, city, state or zip code and select ‘Find’ to determine find the

 Fieldprint locations nearest you and select an appointment date. Next select an

 ‘Find Availability’ to schedule an appointment time. **Note:** The business

 name, address, and other information will be displayed.

**4.2 FOR ALEXANDER CITY SCHOOLS PLEASE CHOOSE BELOW LOCATION:**

**Goin Postal**

**2306 Cherokee Rd.**

**Alexander City, AL 35010**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PAK MAIL300 North Dean Road |  | Auburn, AL |  | 34.8 mi |  | M TU W TH 09:30 AM - 05:30 PM F 09:30 AM - 04:30 PMAppointment required |

This is the only location currently available to scan your fingerprints. Scanning your prints will allow you to get clearance within 2-3 days. Rolled prints take as long as 3-4 weeks.

* 1. Select ‘Part of day’ and time of requested appointment.
	2. Select ‘Debit or Credit Card’ or ‘PayPal’ as your payment option.
	3. Insert Payment Account Information

4.6 Review appointment details and log out. Note: Email confirmation of the appointment will be sent. The email will include a list of approved forms of identification that must be presented during your fingerprint appointment. Be sure to review procedures for canceling an appointment, if needed.