



# **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.'

The image shows the "Log into AIM" login form. It has a title "Log into AIM" and a "Help" icon in the top right. Below the title are two input fields: "ALSDE ID (or Email address):" and "Password:". Below the password field is a "Log in" button with a right-pointing arrow and a "Forgot password?" link. At the bottom, the text "Need an account?" is circled in red, with a mouse cursor pointing to it.

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

The image shows the "Create Account" form. It has a title "Create Account" and a "Help" icon in the top right. Below the title is an "Email address:" label followed by an input field. At the bottom are two buttons: "Create Account" with an envelope icon and "Cancel".

### Need to change your email address?

- Login with your old email address/password (or ALSDE ID/password), then go to the User Maintenance screen and change your email address.
- If you cannot login with old address, select **Need an account?** above to create a new account with your new email address.

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. [accountEmailSent]

## Log into AIM

Help ?

ALSDE ID (or Email address):

Password:



Log in →

Forgot password?

Need an account?



ALSDE AIM - do not reply - <aim@alsde.edu>  
to me ▾

7:10 AM (9 minutes ago)



### 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?et=6efe4161-d299-4c6f-9442-da83c0a4dbba>

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: [dropdown]

Legal first name: [text]

Legal middle name: [text] *Optional*

Maiden name: [text] *Optional*

Legal last name: [text]

Suffix: [dropdown]

Your password must:

- ✔ be between eight and sixteen 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, and
- ✔ match the verification password.

Password: [masked]

Verify Password: [masked]

**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 that 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: [In what city did you meet your spouse?]

Answer: [text]

Question 2

Select Question: [What is the name of your favorite manager?]

Answer: [text]

Question 3

Select Question: [What is your hobby?]

Answer: [text]

**Save answers**

Time to process page: 2.97 seconds  
AIM Version 2023.315.4.24

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/access 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.

