CREATING AN AIM ACCOUNT WITH EXTENDEND DEMOGRAPHICS FOR A CRIMINAL HISTORY BACKGROUND CHECK WITH THE ALSDE

tep 1 – Visit <u>AIM.ALSDE.EDU</u> and click "Nee	d an account?"
ALSDE Identity Management	
	Log into AIM Help ① ALSDE ID (or Email address): Password: Exag in ④ Forgot password? Need an account?
	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.
ep 2 – Enter Email Address and click "Creat	te Account." ****Use an email address that you will always have access to.****
ALSDE Identity Management	
	Create Account Help () Email address: mkedoug54321@vahoo.com Create Account (S) 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.
tep 3 – An email has been sent to the em	iail address you entered. Go to your email to find the confirmation email.
ALSDE Identity Management	
	Email sent! X We sent an email to mikedoug54321@yahoo.com; check and follow instructions. Constructions.
	Log into AIM Heip ALSDE ID (or Email address): Password: Cog in Forgot password? Need an account?
	Need to change your email address? • Login with your old email address, select Need an account? above to create a new account with your new email address. • If you cannot login with old address, select Need an account? above to create a new account with your new email address.

Step 4 – Here is an example of the confirmation email. Click the link to continue creating the account.



Step 5 – After clicking the link in your email, it will take you to the page below to continue creating an account. You will need to input all required information and click "Create Account."

	Create Account	Help 🕥
	Please enter your name as indicated on government issue	d identification.
	Email address: mikadoug54321@yabi	io.com
	Title:	1
	Legal first name:	Detional
	Maiden name	Ontional
	Land last name	
	Suffice	I
	Your passworld must: * be between eight and sixteen characters in length, * contain at least one number; * contain at least one lowercase letter, * contain at least one forwercase letter, * contain at least one special character, and * match the verification password.	
DO NOT FORGET TO WRITE DOWN YOUR	Password:	
ASSWORD & STORE IN A SAFE LOCATION.		1

Step 6- You have successfully completed in the initial step, please log in to AIM to continue creating your account.

ALSDE Identity Management					
	Account created! You have successfully logged in.				X [Loginflaccostfut]
		Log into AIM ALSDE ID (or Email address): Password:	Log in Forgot password? Need an account?	Help 🕥	
	Need to change your email addre Login with your old email add If you cannot login with old a	ss? iress/password (or ALSDE ID/password), the ddress, select Need an account? above to c	n go to the User Maintenance screen and reate a new account with your new email	l change your email addre l address.	5.

Step 7- Complete the security questions and answers; click "Save answers."

ALSDE Identity Management		
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 look your account, we will ask you these questions. For your protection, y	ou must answer these questions correctly before your password may be reset or your account unlocked.
Question 1	Question 2	Question 3
Select Question:	Select Question:	Select Question:
Save answer: DO NO AND S	T FORGET TO WRITE DOWN YOUR QUESTIONS & STORE IN A SAFE LOCATION. THEY WILL BE NEEDE NEED TO RECOVER YOUR ACCOUNT.	ANSWERS D IF YOU





AIM Use and Restrictions

Yes, continue	No, do not contir			
I agree to the	terms of usage.			
I acknowledge the restrictions.				

Step 9- Enter Core Demographics and click "Verify core demographics."



Core 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.

Name:	Mickey Mouse	
Email:	alsdecert@yahoo.com	
SSN:		
Sex:	Select	~
Date of birth:	Month Vear	
Work phone:		
Verify core demographics		

<form></form>	<form></form>	Step 10- You	u will need to confirm each set of demographics you entered.	
<pre>text = uter text = uter uter uter uter uter uter uter uter</pre>	<pre>Start prove stratute start prove prov</pre>	Core Demogra	aphics: Confirm sex	
<pre>k w w w w w w w w w w w w w w w w w w w</pre>		Select your sex to ensure it n	natches what you previously entered.	
		Name:	Mickey Mouse	
<pre>ve ve v</pre>		Email:	alsdecent@yahoo.com	
<pre>interiment interiment interi</pre>	<complex-block></complex-block>	Sec	Select.	
<form></form>	<form></form>	Confirm sex		
<pre>Elegipue dar fuelse Collegipue collegip</pre>	<pre>Ele your star star builty course under star builty courses under</pre>	Core Demogra	aphics: Confirm date of birth	
Windows	<pre>wr wowene wr wowene w</pre>	Enter your date of birth (DO	(8) to ensure it matches what you previously entered.	
For a where by the rest of the state of t	<pre>first where yourses the set of the set</pre>	Name	Mickey Moune	
Det Det Contract of the second set by previously setwards Detroiting May May May Detroiting May May Detroiting May May Detroiting May May Detroiting May May May May May Detroiting May May May May Detroiting May	<pre> to the two the two two two two two two two two two two</pre>	Email:	alsdecert@yahoo.com	
Even tet	Come cost	DOB	Month • D. • Year •	
Constructions for the state of	Construction	Confirm DOB		
Note::::::::::::::::::::::::::::::::::::	Numeric Set wide Bit Set wide Set wide Set wide Set wide Set wide	Core Demog Enter your SSN to ensure	graphics: Confirm SSN it methes what you previously entered.	
Ever a value of global control of the formation of the state of the st	Exercise the states of the sta	Name	s Mickey Mouse	
SW	SW	Email	li alsdecert@yahoo.com	
Current SIX	Concentrations	55N		
Core Demographics: Confirm all demographics Prote control the Usions: Kines Laboration is control the SNOOD is not entered control, it will dely you registration is control and/or certification process. Normal Market Protection IF ANY INFORMATION IS NOT INPUT CORRECTLY, YOU WILL HAVE TO START OVER. We have been to get them	Core Demographics: Confirm all demographics Rescuring influences and in the SUN COL Is not entered careful; it will dely your registration locates and/or certification process. New Marky Mark Brain Marky Mark Brain Marky Mark Brain Marky Marky Brain Marky Marky Marky Brain Marky Marky Marky Brain Marky Mark	Confirm SSN		
Core Demographics: Confirm all demographics Receive the following information is correct before contraining. If the SNV CORE is not entered correctly, it will delay your registration/access and/or confination process. If any line formation is not input information information is not input information information is not input information information information is not input information is not	Coce Demographics: Confirm all demographics Percentent to the source above controls of the SS/UCO B and entered controls, 8 will delay your registration/access solid is certification process. Name Made Masse Bow To The SS/UCO B and entered controls, 8 will delay your registration/access solid is certification process. If ANY INFORMATION IS NOT INPUT CocrRECTLY, YOU WILL HAVE TO START OVER. Registration access.			
Name Market Masser Image: Im	Name Markey Markey Ende addressTaystocom State addressTaystocom	Core Demogra	aphics: Confirm all demographics ynometrin i conectedur cotolwy. I the SSUDD is not entered conectly, it will dely your registration/acess and/or cetification process.	
Ensitie If ANY INFORMATION IS NOT INPUT See IF ANY INFORMATION IS NOT INPUT See of Ensitie If ANY INFORMATION IS NOT INPUT See of Ensitie If ANY INFORMATION IS NOT INPUT See of Ensitie If ANY INFORMATION IS NOT INPUT See of Ensitie If ANY INFORMATION IS NOT INPUT OVER. OVER.	End: addrext@yebacsom 5% More Des of Service 34 400 5970	Name:	Mickey Mouse	
5% IF ANY INFORMATION IS NOT INPUT 5% Max	State IF ANY INFORMATION IS NOT INPUT State IF ANY INFORMATION IS NOT INPUT Correctly, You will Have to Start CORRECTLY, You will Have to Start Work home: 124-000 87%	Email:	alsdecart@yahoo.com	
See Mare Dear of the AMY INFORMATION IS NOT INFORMA	See Indee Dee of time To all 4 200 597 Na control of a control To all 4 200 597 Na control of a control To all 4 200 597 OVER.	SSN:		IE ANY INFORMATION IS NOT INDUT
Dee of line: 1004 Prove 2144-000-0379 To Stared Day Stronger To Stared Day Stared Day Stronger To Stared Day	Correctly, VOU WILL HAVE TO START VOL Prove 314-00-071 Voc working alconet? Voc working alconet? Voc Woldwalken is accurate	Sec	Male	
Not Proce 314-000-075 OVER.	No. Sovething is income: The set of the second seco	Date of Birth:		CORRECTLY, YOU WILL HAVE TO START
No severiting s proved. Ves all ny information is accurate	No, conething is incomes: They all my information is accurate	Work Phone:	334-000-6976	OVER.
		No. something is incomed	Ves, all my information is accurate	

Step 11- After confirming demographics are correct, you will see the page below. "Click Fieldprint Background Check."

Add screenshot of the services portal

Step 12- Now you will need to complete *Extended Demographics*. The account type you will select is "Educator."

Extended Demogra The following information is required for Please provide accurate and complete	IPHICS for accessing various information. Require	ALSDE applications. di sections are indicated by an asterisk (*) to the right of the section name.		You must select an account type.	
Account Type	•	Account Type			
Ethnicity/Race	1.1	These data fields are required in order to build a complete AIM profile. It is t	he individual's responsibility to		
📋 Citizenship	1.1	provide accurate information and to keep all information current.			
Phone Numbers	1.1	Educator	Resea	rcher	Public
Email Addresses	1.1	Alabama certificate, license, or permit	Public data applications		Public data applications
Home Address	1.1	Alabama K-12 job postings Criminal history background check	 Data through a memorandum of understanding (MOU) with ALSDE 		
Characteristics		 Educator Certification personal information update Bonds 		7	Set
📋 Birth Details			54	1	
Background Details		Set			
FBI Demographics		<u> </u>			
State Identification					
B RSA ID //					

Step 13- Complete Extended Demographics, *Ethnicity/Race*. Click "Save" and Click "Continue to Citizenship."

Extended Demogra	phics			
The following information is required for	r accessing various Al	LSDE applications.		
Please provide accurate and complete in	nformation. Required	sections are indicated by an asterisk (*	') to the right of the section name.	
Account Type	- E	thnicity/Race		
Ethnicity/Race		These data fields are required in orde	r to build a profile with Educator Certification. It is th	e individual's
Citizenship	1.1	responsibility to provide accurate info	ormation and to keep all information current.	
Phone Numbers		Race	Black or African American	•
🗇 Email Addresses			Field is required.	
Home Address		Ethnicity	Not Hispanic/Latino	•
Characteristics			Field Is required.	
Birth Details			Save	
🖞 Background Details			<u> </u>	
FBI Demographics				
State Identification				
🖻 RSAID //				

Step 14- Complete Extended Demographics, *Citizenship*. Click "Save" and Click "Continue to Phone Numbers."

Extended Demog The following information is requ	graphics ired for accessing various ALSDI	XE applications.	
Please provide accurate and com	plete information. Required sect	tions are indicated by an asterisk (*) to the right of the section name.	
Account Type	Citi	tizenship	
Ethnicity/Race	* The	use data fields are required in order to build a profile with Educator Certification. It is the indiv	idual's
Citizenship	• resp	sponsibility to provide accurate information and to keep all information current.	
Phone Numbers		Are you a legal United States citizen?	Yes
Email Addresses			Field is required
Home Address		Save	
Characteristics		_	
🖨 Birth Details			
Background Details			
E FBI Demographics			
State Identification			
💼 RSA ID			
//			

Step 15- Complete Extended Demographics, *Phone Numbers*. Click "Save" and "Continue to Email Addresses.

Extended Demogra The following information is required to Please provide accurate and complete i	phics r accessing varies reformation. Requ	us ALSDE application red sections are ind	ts. icated by an asterisk (*) to the right of the	section name.		
Account Type		Phone Nu	mbers			
Ethnicity/Rece	9 10	These data field responsibility to	is are required in order to build a profile o o provide accurate information and to kee	ith Educator Certification. It is the individual's or all information current.		
E Those Numbers	*	You must prov	ide at least a cell number and a work m	umber.		
D Email Addresses		The work phone to your job. You	e may be displayed in the Education Direct or cell phone number will not be displayed	tory and will be used to contact you for items related i publicly and will be used to contact you about		
🗅 Home Address		matters related	to you outside of your job (background d	heck certification renewal, etc.)	DUCALE AN INCOME CAN BE	
D Outacteristics	×.	Home		BI Anu	PHONE NUMBER CAN BE	
D firm Details	*	Work	334.000.8976	12 link	THE SAME BUT BOTH ARE	
D Recipround Details	*	Cel	334,000,8976	24 Eda	REQUIRED.	
E FBI Demographics						
State Identification					Controve to	i Erroll Addresses 😵
• RSA (D						

Step 16- Complete Extended Demographics, *Email Address*. Click "Save" and "Continue to Home Address."

Extended Demogra the following information is required f lease provide accurate and complete	phics or accessing various ALSDE applications. Information. Required sections are indicated by an asterisk (*) to the right	of the section name.	
Account Type	Email Addresses		
Ethnicky/Race	 These data fields are required in order to build a p 	offie with Educator Certification. It is the individual's	
Oticesship	· responsibility to provide accurate information and	to keep all information current.	
Phone Numbers	 Tour primary entail address may be displayed in th items related to your job. Your personal email address 	Education Directory and will be used to contact you for ess will not be displayed publicly and may be used to	
Email Addresses	contact you about matters related to you outside	/ your job (background check, certification renewal, etc.)	
Home Address	- Primary email add	and an and a second	EMAIL ADDRESS CAN BE THE
Characteristics		Primary winait address cannot be modified on this scheer. Go to the User Profile stream to change your primary enail address.	SAME BUT BOTH ARE
Birth Details			REQUIRED
Background Details	* Personal email add	ms alsdecert@yahoo.com	REQUIRED.
FBI Demographics		THE D TEQUTER.	
State Identification	Save		
			4

Step 17- Completed Extended Demographics, *Home Address*. Click "Save" and "Continue to Characteristics."

Extended Demogra	phics	
The following information is required fo	or accessing various	ALSDE applications.
Please provide accurate and complete in	information. Require	ed sections are indicated by an asterisk (*) to the right of the section name.
//		
Account Type		Home Address
Ethnicity/Race		These data fields are required in order to build a profile with Educator Certification. It is the individual's
2 Citizenship		responsibility to provide accurate information and to keep all information current. Home address is required.
Phone Numbers		00000 Mickey Way
Email Addresses		Orlando, FL 00976
Home Address		US: United States of America
Characteristics		D2 Edit
🗈 Birth Details	1.1	—
Background Details		
FBI Demographics		
State Identification		
🖻 RSA ID		
//		

Step 18- Complete Extended Demographics, Characteristics. Click "Save" and "Continue to Birth Details."

Extended Demograp	hics					
The following information is required for a	eccessing various	s ALSDE applications.				
Please provide accurate and complete info	ormation. Requir	red sections are indicated by an asterisk (*) to the right of the	e section name.			
Account Type		Characteristics				
Ethnicity/Race		These data fields are required in order to build a profile with Educator Certification. It is the individual's				
Citizenship		responsibility to provide accurate information and to kee	ep all information current.			
Phone Numbers		Eye Color	Black	•		
Email Addresses			Field is required.			
B Home Address	1.1	Hair Color	Bald	•		
Characteristics	•		Reld is required.			
E Birth Details		Height (Feet)	5' - Five	٠		
Background Details			Field is required.			
FBI Demographics		Height (Inches)	6° - Six	٠		
State Identification			Field is required.			
🖥 RSA ID		Weight (Pounds)	150 🔘	\$		
//			Field is required.			
0		Save				
		_				

Continue to Birth Details 🛞

Step 19- Complete Extended Demographics, *Birth Details*. Click "Save" and "Continue to Background Details."

Extended Demograp	ohics			
The following information is required for	r accessing vario	us ALSDE applications.		
Please provide accurate and complete in	nformation. Requ	ired sections are indicated by an asterisk (*) to the right of the r	section name.	
Account Type		Birth Details		
Ethnicity/Race		Country:	United States of America	
Citizenship			Field is required.	
Phone Numbers		State, District, or Territory:	Rorida	•
Email Addresses			Field is required.	
Home Address		Save		
Characteristics				Continue to Background Details ④
🖉 Birth Details	•			
Background Details				
FBI Demographics				
State Identification				
RSAID				

Step 20- Complete Extended Demographics, *Background Details.* Click "Save" and Click "Continue to Background Details."

Account Type	* Background Details
Ethnicity/Race	* These data fields are required in order to build a profile with Educator Certification. It is the individual's
Citizenship	responsibility to provide accurate information and to keep all information current.
Phone Numbers	 Please select your reason for applying for a certificate, license, or background check. Educator Certification
Email Addresses	* You are applying for a Professional Educator Certificate, a Professional Leadership Certificate, Alternative Certificate, Career and Technical Certificate, or an Emergency Certificate.
Home Address	* Ala. Code 16-22A-5(d) (1975)
Characteristics	* Field is required.
Birth Details	* What type of institution are you currently employed by, or do you plan to work for, in
Background Details	* Alabama:
FBI Demographics	* Field is required.
State Identification	* Have you ever been convicted of or entered a plea of no contest to a felony or misdemeanor
⊖ Contin <u>ue</u>	other than a minor traffic violation?
	No
//	Field is required.
0	Save

Step 21- Complete Extended Demographics, *FBI Demographics*. Click "Save" and Continue to State Identification."

Extended Demoara	aphics				
The following information is required Please provide accurate and complete	for accessing variou information. Require	is ALSDE applications. red sections are indicated by an asterisk (*) to the right of the	e section name.		
Account Type		FBI Demographics			
Ethnicity/Rece	2	This information is required by the Alabama Law Enforce	ment Agency (ALEA) and the Federal Bureau of		
Citizenship	.*	Investigation (FBI) for fingerprinting purposes. The ALSO every applicant, but we have no control over these requi			
Phone Numbers		Information that you have entered in AIM for race and o	ountry of origin will be preserved separately.		
Email Addresses		Race	Black or African American.		
Home Address			Paid is required.		
Characteristics	2	Birthplace	FLORIDA	75	
🛱 Birth Details	3		Field is required.		
Background Details		Country of Otizenship	UNITED STATES		
FBI Demographics			Pield is required.		
State Identification		Save			
🖬 R5A 🗊					
//					Continue to State Identification @

Step 22- Complete Extended Demographics, *State Identification/Driver License*. Click "Save" and "Continue."

//									
Account Type	*	State Identifi	cation / Driv	/er Lic	ense				
Ethnicity/Race	*	These data fields are	e required in order to	build a pr	ofile with Ed	lucator Ce	ertification	. It is the	individual's
Citizenship	*	responsibility to pro	vide accurate inform	ation and	to keep all ir	formation	n current.		
Phone Numbers	*	Туре	Driver License		•				
Email Addresses	*		Field is required.						
Home Address	*	State	AL: Alabama		•				
Characteristics	*		Field is required.						
Birth Details	*	Number	12345678		8				
Background Details	*		Field is required.						
FBI Demographics	*	Expiration Date	November 🔹	11 🔹	2033	•			
State Identification	*		Field is required.						
			Save						
//									Finished. G
0									

Step 24- You are finished. You have created and AIM account. Record your ALSDE ID and Click "Continue to Fieldprint Background Check."