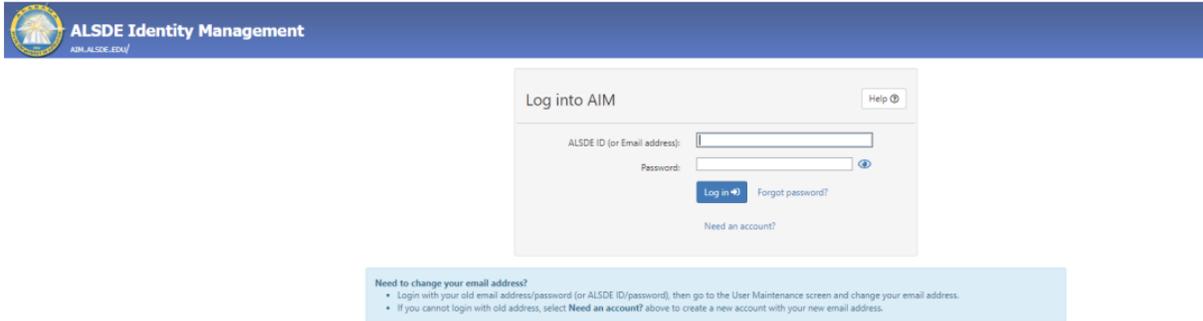


# CREATING AN AIM ACCOUNT WITH EXTENDED DEMOGRAPHICS FOR A CRIMINAL HISTORY BACKGROUND CHECK WITH THE ALSDE

Step 1 – Visit [AIM.ALSDE.EDU](http://AIM.ALSDE.EDU) and click “Need an account?”

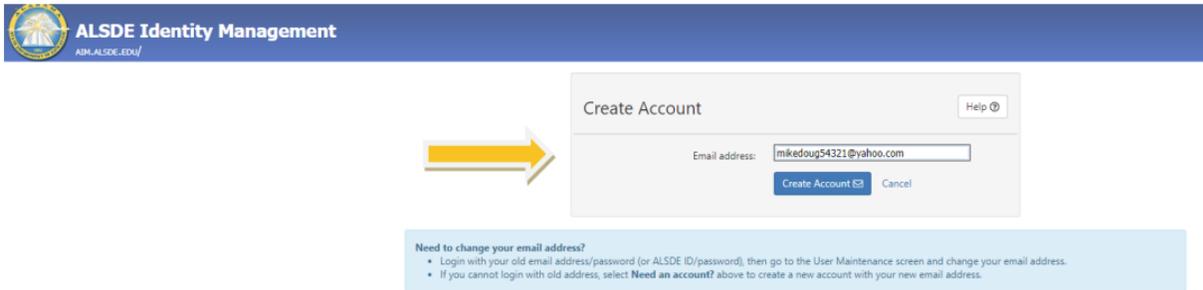


**Need to change your email address?**

- 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.

Step 2 – Enter Email Address and click “Create Account.”

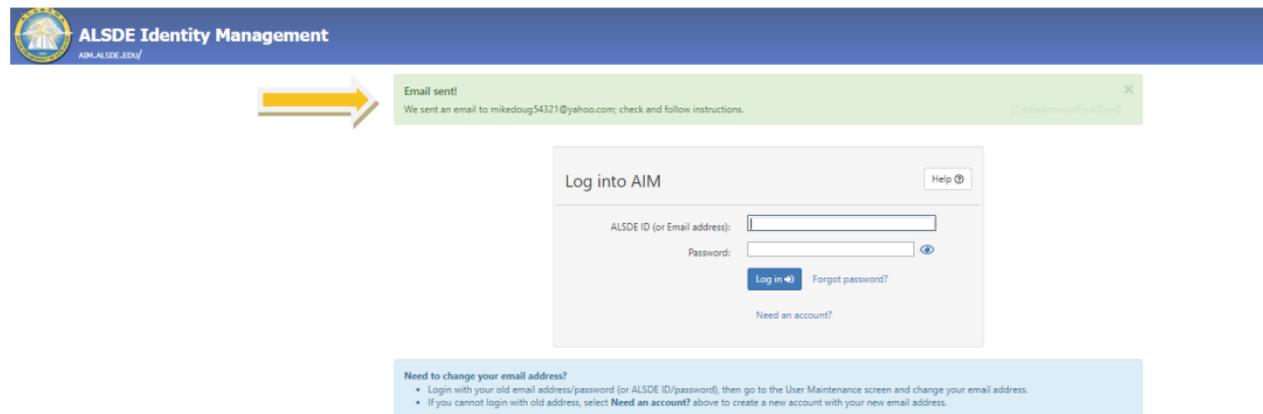
\*\*\*\*Use an email address that you will always have access to.\*\*\*\*



**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.

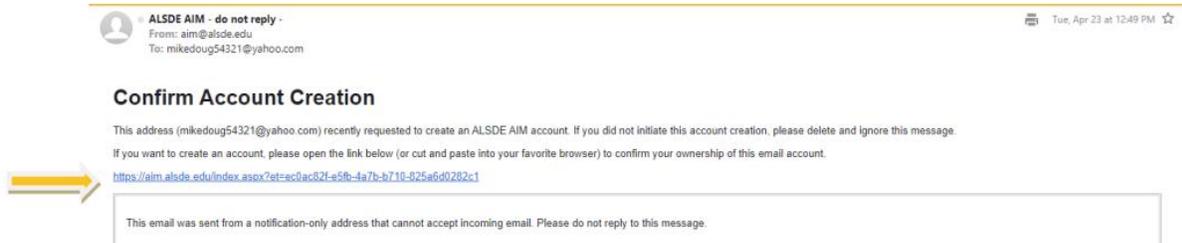
Step 3 – An email has been sent to the email address you entered. Go to your email to find the confirmation email.



**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.

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

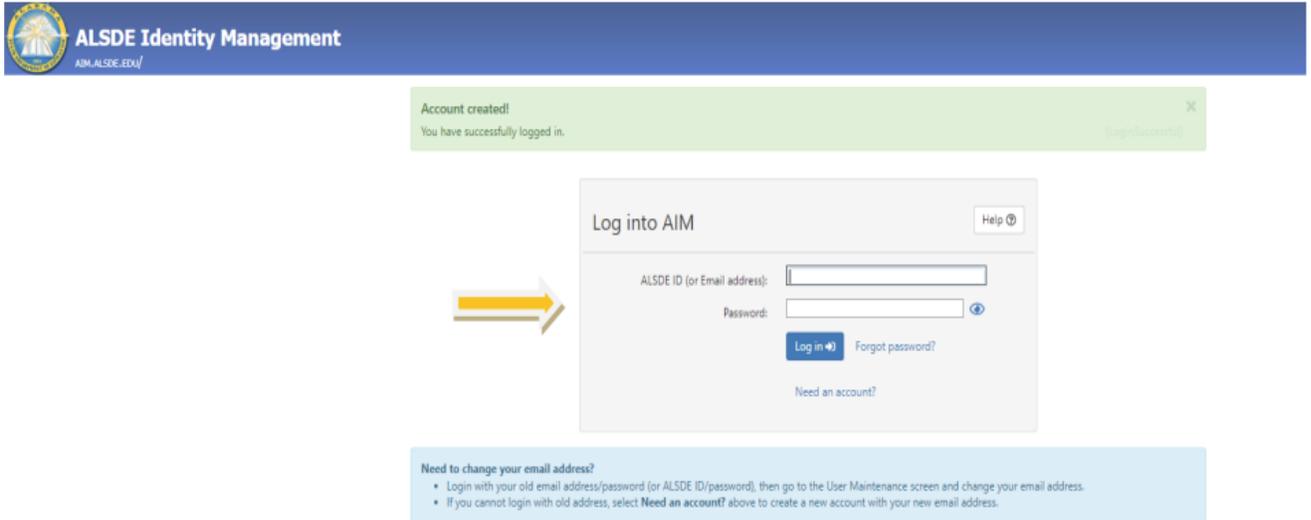


Step 5 – After clicking the link in your email, it will take you to the page below to continue creating an account. You will need to input all required information and click "Create Account."



The 'Create Account' form includes a 'Help' link. A blue box instructs: 'Please enter your name as indicated on government issued identification.' The form fields are: Email address (mikedoug54321@yahoo.com), Title (dropdown), Legal first name, Legal middle name (Optional), Maiden name (Optional), Legal last name, and Suffix (dropdown). A blue box lists password requirements: '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.' At the bottom are fields for Password and Verify Password, and buttons for 'Create Account' and 'Cancel'.

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



Account created!  
You have successfully logged in.

Log into AIM

ALSDE ID (or Email address):

Password:

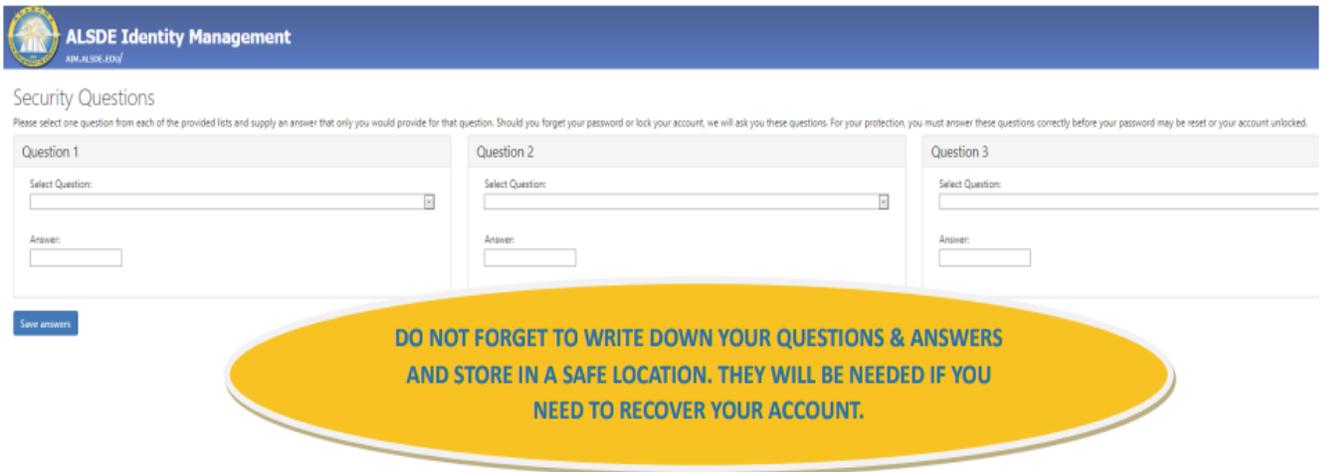
Log in Forgot password?

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.

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 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	Question 2	Question 3
Select Question: <input type="text"/>	Select Question: <input type="text"/>	Select Question: <input type="text"/>
Answer: <input type="text"/>	Answer: <input type="text"/>	Answer: <input type="text"/>

Save answers

**DO NOT FORGET TO WRITE DOWN YOUR QUESTIONS & ANSWERS AND STORE IN A SAFE LOCATION. THEY WILL BE NEEDED IF YOU NEED TO RECOVER YOUR ACCOUNT.**

Step 8- Read through restrictions and terms of usage. Acknowledge restrictions and agree to terms of use. Click "Yes, continue."



## ALSDE Identity Management

AIM.ALSDE.EDU/

### AIM Use and Restrictions

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

Yes, continue

No, do not continue

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



## ALSDE Identity Management

AIM.ALSDE.EDU/

### 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

D...

Year

Work phone:

Verify core demographics

**Step 10- You will need to confirm each set of demographics you entered.**

**Core Demographics: Confirm sex**

Select your sex to ensure it matches what you previously entered.

Name: Mickey Mouse

Email: alidcent@yahoo.com

Sex:

[Confirm sex](#)

**Core Demographics: Confirm date of birth**

Enter your date of birth (DOB) to ensure it matches what you previously entered.

Name: Mickey Mouse

Email: alidcent@yahoo.com

DOB:

[Confirm DOB](#)

**Core Demographics: Confirm SSN**

Enter your SSN to ensure it matches what you previously entered.

Name: Mickey Mouse

Email: alidcent@yahoo.com

SSN:

[Confirm SSN](#)

**Core Demographics: Confirm all demographics**

Please confirm the following information is correct before continuing. If the SSN/DOB is not entered correctly, it will delay your registration/access and/or certification process.

Name: Mickey Mouse

Email: alidcent@yahoo.com

SSN:

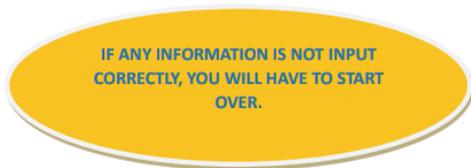
Sex: Male

Date of Birth:

Work Phone: 334-000-8978

[No, something is incorrect](#)

[Yes, 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 Demographics

The following information is required for accessing various ALSDE applications.  
Please provide accurate and complete information. Required sections are indicated by an asterisk (\*) to the right of the section name.

You must select an account type.

Account Type

These data fields are required in order to build a complete AIM profile. It is the individual's responsibility to provide accurate information and to keep all information current.

Account Type	Required Fields
<b>Educator</b>	<ul style="list-style-type: none"><li>Alabama certificate, license, or permit</li><li>Alabama K-12 job postings</li><li>Criminal history background check</li><li>Educator Certification personal information update</li><li>Bonds</li></ul>
Researcher	<ul style="list-style-type: none"><li>Public data applications</li><li>Data through a memorandum of understanding (MOU) with ALSDE</li></ul>
Public	<ul style="list-style-type: none"><li>Public data applications</li></ul>

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

Extended Demographics

The following information is required for accessing various ALSDE applications.  
Please provide accurate and complete information. Required sections are indicated by an asterisk (\*) to the right of the section name.

Ethnicity/Race

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Race: Black or African American  
Field is required.

Ethnicity: Not Hispanic/Latino  
Field is required.

Save

Continue to Citizenship

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

Extended Demographics

The following information is required for accessing various ALSDE applications.  
Please provide accurate and complete information. Required sections are indicated by an asterisk (\*) to the right of the section name.

Citizenship

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Are you a legal United States citizen? Yes  
Field is required.

Save

Continue to Phone Numbers

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

Extended Demographics

The following information is required for accessing various ALSDE applications.  
Please provide accurate and complete information. Required sections are indicated by an asterisk (\*) to the right of the section name.

- Account Type \*
- Ethnicity/Race \*
- Citizenship \*
- Phone Numbers \***
- Email Addresses \*
- Home Address \*
- Characteristics \*
- Birth Details \*
- Background Details \*
- FBI Demographics \*
- State Identification \*
- RSA ID \*

**Phone Numbers**

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

**You must provide at least a cell number and a work number.**

The work phone may be displayed in the Education Directory and will be used to contact you for items related to your job. Your cell phone number will **not** be displayed publicly and will be used to contact you about matters related to you outside of your job (background check, certification renewal, etc.)

Home		<input type="button" value="Add"/>
Work	334.000.8976	<input type="button" value="Edit"/>
Cell	334.000.8976	<input type="button" value="Add"/>

**PHONE NUMBER CAN BE THE SAME BUT BOTH ARE REQUIRED.**

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

ALSDE Identity Management

Extended Demographics

The following information is required for accessing various ALSDE applications.  
Please provide accurate and complete information. Required sections are indicated by an asterisk (\*) to the right of the section name.

- Account Type \*
- Ethnicity/Race \*
- Citizenship \*
- Phone Numbers \*
- Email Addresses \***
- Home Address \*
- Characteristics \*
- Birth Details \*
- Background Details \*
- FBI Demographics \*
- State Identification \*
- RSA ID \*

**Email Addresses**

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Your primary email address may be displayed in the Education Directory and will be used to contact you for items related to your job. Your personal email address will **not** be displayed publicly and may be used to contact you about matters related to you outside of your job (background check, certification renewal, etc.)

**Primary email address**   
Primary email address cannot be modified on this screen. Go to the User Profile screen to change your primary email address.

**Personal email address**    
Field is required.

**EMAIL ADDRESS CAN BE THE SAME BUT BOTH ARE REQUIRED.**

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

Extended Demographics

The following information is required for accessing various ALSDE applications.  
Please provide accurate and complete information. Required sections are indicated by an asterisk (\*) to the right of the section name.

- Account Type \*
- Ethnicity/Race \*
- Citizenship \*
- Phone Numbers \*
- Email Addresses \*
- Home Address \***
- Characteristics \*
- Birth Details \*
- Background Details \*
- FBI Demographics \*
- State Identification \*
- RSA ID \*

**Home Address**

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

**Home address is required.**

00000 Mickey Way  
 Orlando, FL 08976  
 US: United States of America

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

### Extended Demographics

The following information is required for accessing various ALSDE applications.

Please provide accurate and complete information. Required sections are indicated by an asterisk (\*) to the right of the section name.

The screenshot shows the 'Characteristics' section of the 'Extended Demographics' form. On the left is a sidebar with a list of sections: Account Type, Ethnicity/Race, Citizenship, Phone Numbers, Email Addresses, Home Address, Characteristics (highlighted), Birth Details, Background Details, FBI Demographics, State Identification, and RSA ID. The main content area is titled 'Characteristics' and contains a blue informational box: 'These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.' Below this are five dropdown menus: 'Eye Color' (Black), 'Hair Color' (Bald), 'Height (Feet)' (5' - Five), 'Height (Inches)' (6" - Six), and 'Weight (Pounds)' (150). Each dropdown has a 'Field is required.' label below it. At the bottom of the form is a 'Save' button and a green 'Continue to Birth Details' button.

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

### Extended Demographics

The following information is required for accessing various ALSDE applications.

Please provide accurate and complete information. Required sections are indicated by an asterisk (\*) to the right of the section name.

The screenshot shows the 'Birth Details' section of the 'Extended Demographics' form. The sidebar on the left is the same as in Step 18, but 'Birth Details' is now highlighted. The main content area is titled 'Birth Details' and contains two dropdown menus: 'Country' (United States of America) and 'State, District, or Territory' (Florida). Each dropdown has a 'Field is required.' label below it. At the bottom of the form is a 'Save' button and a green 'Continue to Background Details' button.

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

//

- Account Type \*
- Ethnicity/Race \*
- Citizenship \*
- Phone Numbers \*
- Email Addresses \*
- Home Address \*
- Characteristics \*
- Birth Details \*
- Background Details \***
- FBI Demographics \*
- State Identification \*

[Continue](#)

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## Background Details

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

**Please select your reason for applying for a certificate, license, or background check.**

**Educator Certification**

You are applying for a Professional Educator Certificate, a Professional Leadership Certificate, Alternative Certificate, Career and Technical Certificate, or an Emergency Certificate. ▼

*Ala. Code 16-22A-5(d) (1975)*

Field is required.

**What type of institution are you currently employed by, or do you plan to work for, in Alabama?**

I am not currently employed by a Public/Charter/State/STC School or a Private/Religious Sc... ▼

Field is required.

**Have you ever been convicted of or entered a plea of no contest to a felony or misdemeanor other than a minor traffic violation?**

No ▼

Field is required.

[Save](#)

[Continue to FBI Demographics](#)

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

### Extended Demographics

The following information is required for accessing various ALSDE applications.

Please provide accurate and complete information. Required sections are indicated by an asterisk (\*) to the right of the section name.

- //
- Account Type \*
  - Ethnicity/Race \*
  - Citizenship \*
  - Phone Numbers \*
  - Email Addresses \*
  - Home Address \*
  - Characteristics \*
  - Birth Details \*
  - Background Details \*
  - FBI Demographics \***
  - State Identification \*
  - RSA ID
- //

### FBI Demographics

This information is required by the Alabama Law Enforcement Agency (ALEA) and the Federal Bureau of Investigation (FBI) for fingerprinting purposes. The ALSDE realizes that some options may not be available for every applicant, but we have no control over these requirements. Choose the best available option possible. Information that you have entered in AIM for race and country of origin will be preserved separately.

**Race** Black or African American ▼

Field is required.

**Birthplace** FLORIDA ▼

Field is required.

**Country of Citizenship** UNITED STATES ▼

Field is required.

[Save](#)

[Continue to State Identification](#)

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

//

- Account Type \*
- Ethnicity/Race \*
- Citizenship \*
- Phone Numbers \*
- Email Addresses \*
- Home Address \*
- Characteristics \*
- Birth Details \*
- Background Details \*
- FBI Demographics \*
- State Identification \***

[Continue](#)

---

//

### State Identification / Driver License

These data fields are required in order to build a profile with Educator Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

**Type**  Field is required.

**State**  Field is required.

**Number**  Field is required.

**Expiration Date**    Field is required.

[Save](#)

[Finished. Go to Services Portal.](#)

🕒

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