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# DEPARTMENT OF EDUCATION

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## INFORMATION SYSTEMS

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### ALSDE Identity Management (AIM)

#### How to Create an AIM Account

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You **MUST** login using the email address you used for the Education Directory  
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- If you cannot access email sent to this address, contact your principal or superintendent to have your email address updated. **THIS HAS TO BE DONE FIRST. DO NOT PROCEED UNTIL THIS IS CORRECTED.**
- If you have already created an account with a different email address, contact the ALSDE Help Desk and provide your **old and new** email addresses.



# AIM (ALSDE Identity Management)

## CREATING AN ACCOUNT/LOGIN SCREENS

You may access AIM in several ways:

- Go directly to the AIM portal by browsing to <https://aim.alsde.edu>,
- Access an AIM enabled application and be automatically redirected to AIM portal, or
- Select **ALSDE Identity Management (AIM)** from the Application Login link on the ALSDE website.

## Login screen

Wed, 28 Oct 2015 8:58 AM Log in ↗

**AIM: ALSDE Identity Management**  
AIM.ALSDE.EDU/AIM

### Log in

Help ⓘ  
Email address:   
Password:  👁  
Log in ↗ [Forgot password?](#)  
[Need an account?](#)

#### Identity Management

In an effort to better serve our customers, the Alabama State Department of Education is in the process of streamlining the way that users access our systems. Eventually, users will need only remember one username and password to access all ALSDE systems. This concept is commonly referred to as "single sign on".

#### Single sign-on

This portal exists to serve as the one-and-only site for you to manage your ALSDE identity. Our ultimate goal is that users access all ALSDE systems using a single set of credentials. This is where you will manage those credentials.

#### Terms of Service

Login affirms you agree to abide by the ALSDE terms of usage. View the Terms of Usage



# AIM (ALSDE Identity Management)

## Create an account

Wed, 28 Oct 2015 10:53 AM

Log in

 **AIM: ALSDE Identity Management**

### Create Account Help

Email address:

[Create Account](#) [Cancel](#)

**Identity Management**

In an effort to better serve our customers, the Alabama State Department of Education is in the process of streamlining the way that users access our systems. Eventually, users will need

**Single sign-on**

This portal exists to serve as the one-and-only site for you to manage your ALSDE identity. Our ultimate goal is that users access all ALSDE systems using a single set of credentials. This is

**Terms of Service**

Login affirms you agree to abide by the ALSDE terms of usage. [View the Terms of Usage](#)

Enter your **SHEFFIELD CITY SCHOOLS email address** in the field provided. Please do not use a personal email address.

Select **Create Account** to begin the process of creating your account. You will receive an email with a link; follow the instructions in the email.

## CREATE AN ACCOUNT – EMAIL ADDRESS ENTERED

Wed, 28 Oct 2015 10:53 AM

Log in

 **AIM: ALSDE Identity Management**

**Email sent!**

We sent an email to [anothersample@leaaddress.edu](mailto:anothersample@leaaddress.edu); check and follow [instructions](#).

### Log in Help

Email address:

Password:  

[Log in](#) [Forgot password?](#)



# AIM (ALSDE Identity Management)

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## CREATE AN ACCOUNT – EMAIL RECEIVED



Wed 10/28/2015 12:58 PM

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

[AIM] Create Account Confirmation: anothersample@leaaddress.edu [Development]

To  anothersample@leaaddress.edu

## Confirm Account Creation

This address ([anothersample@leaaddress.edu](mailto:anothersample@leaaddress.edu)) 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.

[alsde.edu/aim/index.aspx?et=a9580e0a-26ecf4007c00](http://alsde.edu/aim/index.aspx?et=a9580e0a-26ecf4007c00)

Please contact the ALSDE help desk during normal business hours by emailing [helpdesk@alsde.edu](mailto:helpdesk@alsde.edu) or by calling 334.353.1250.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

You will receive this email if you attempt to create a new account. Open the link provided to complete the account creation process. This link is valid for two hours. If you attempt to access after two hours, you will receive a message that the token has expired. Please go back to **Create an account** to generate a new token.

When you follow the link, you should see the screen in **Create an account – name and password**.



# AIM (ALSDE Identity Management)

## CREATE AN ACCOUNT – NAME AND PASSWORD

Wed, 28 Oct 2015 1:01 PM

Log in



### AIM: ALSDE Identity Management

#### Create Account Help

Email address:

First name:  ←

Middle name:  *Optional*

Maiden name:  *Optional*

Last name:  ←

Password:  ←

Password (again):  ←

→

Enter your first name in the **first name** field. Enter your last name in the **last name** field. If you would like, you may enter your middle name in the **middle name** field, and/or your maiden name in the **maiden name** field.

Enter your password in the **Password** field. Re-enter the same password in the **Password (again)** field. Please note that your password must be between 8 and 16 characters long. Your password must also include three of the four following conditions:

- a number
- an uppercase letter
- a lowercase letter
- a special character: .+@!^&\*?|#\$%\_-\_

Select **Create account** to create your account. Once you successfully enter all required information, you should see the **Security Questions** screen.