

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 <u>https://aim.alsde.edu</u>.
- 2. Select 'Need an account.'

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

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4. AIM will send an email to the address provided; go to your email and click the link.

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5. Provide required details in the Create Account page and select 'Create Account.' **Note:** Be sure to follow password requirements.

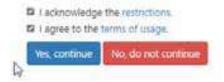
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 Select security questions and answers and select 'Save answers.' Note: Remember your answers. They will be needed if you ever need to recover your account.

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7. Acknowledge restrictions, agree to the terms of usage, and select 'Yes, continue.'

AIM Use and Restrictions



8. Enter information on Demographics page and select 'Save demographics.'

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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.

