

Applicants must create an AIM account first. (see separate instructions)

In HireTrue, select School Board District 7 from the drop-down at the top of the screen.

Select Franklin County Schools from the School System drop-down

- Scroll through all available Franklin County Schools job titles on *HireTrue*.
- Click on each *Job Title* to learn more about the position.
- Click *Apply to Position* to complete your application.
- Follow the prompts to *Log In* to your existing HireTrue account or *Create* your HireTrue Account.
 - When creating your account on HireTrue, you will be required to complete the ALSDE AIM Account and ALSDE ID Confirmation requirement. For more information about the ALSDE AIM Account and ALSDE ID requirement see the separate instructions.
 - Follow additional prompts to complete your registration on HireTrue and submit your job application.
 - Visit the HireTrue *Dashboard* to view completed application(s).
- The HireTrue *Help* button is located on the top right corner of the screen. A chat box is also available on the bottom left corner.
- **Check back frequently for updates.** You can also set up *Job Alerts* to notify you when new jobs are posted in Franklin County Schools.

*Please note that Teach in Alabama is no longer accessible. If you previously applied for a position through Teach in Alabama, you must now apply through **Hire True**.*

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

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

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

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



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 for 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.

 **ALSDE AIM - do not reply -**
From: aim@alsde.edu
To: mikedoug54321@yahoo.com

 Tue, Apr 23 at 12:49 PM 

Confirm Account Creation

This address (mikedoug54321@yahoo.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://aim.alsde.edu/index.aspx?at=edfac82fe5fb-4a7b-b710-825a5d0232c1>

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



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 issued identification.

Email address:	<input type="text" value="michaelup54321@yahoo.com"/>
Title:	<input type="text"/>
Legal first name:	<input type="text"/>
Legal middle name:	<input type="text" value="Optional"/>
Maiden name:	<input type="text" value="Optional"/>
Legal last name:	<input type="text"/>
Suffix:	<input type="text"/>

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

DO NOT FORGET TO WRITE DOWN YOUR
PASSWORD & STORE IN A SAFE LOCATION.

Password:	<input type="password"/>
Verify Password:	<input type="password"/>
<input type="button" value="Create Account"/> <input type="button" value="Cancel"/>	

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


ALSDE Identity Management
AIM - ALSDE.EDU/

Account created!
You have successfully logged in.

Log into AIM

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
AIM - ALSDE.EDU/

Security Questions

Please select a question from each of the columns listed and type an answer. Only your valid practice for that question. Once you forget your password or login, your account will ask you these questions. For your protection, you must have these questions correctly before your password may be reset by your account official.

Question 1

Question 2

Question 3

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."



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."



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/DOE is not entered, it will delay your registration/access and/or certification process.

Name	Mickey Moore				
Email	alsdecent@yahoo.com				
SSN	<input type="text" value="---"/>				
Sex	<input type="text" value="-- Select --"/>				
Date of Birth	Month	Day	Year	<input type="text" value=""/>	
Work phone	<input type="text" value=""/>				
<input type="button" value="Verify core demographics"/>					

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

Core Demographics: Confirm sex

Select one sex to ensure employers that you already entered

Name: William Blake

Email: alldatent@janecc.com

Sex:

Male

Confirm sex

Core Demographics: Confirm date of birth

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

Name: William Blake

Email: alldatent@janecc.com

DOB:

1984-05-05

Confirm DOB

Core Demographics: Confirm SSN

Enter your SSN to ensure it matches what you previously entered

Name: William Blake

Email: alldatent@janecc.com

SSN:

123-456789

Confirm SSN

Core Demographics: Confirm all demographics

Please confirm the following information is correct before continuing (If the SSN/DOB and/or email do not match your registration screen and/or the verification screen)

Name: William Blake

Email: alldatent@janecc.com

SSN:

123-456789

Sex:

Male

Date of Birth:

1984-05-05

No, something is incorrect

Yes, all correct, go to next screen

IF ANY INFORMATION IS NOT INPUT
CORRECTLY, YOU WILL HAVE TO START
OVER.

Step 12- Complete Extended Demographics, Ethnicity/Race. Click "Save" and Click "Continue to Citizenship."

Extended Demographics

The following information is required for accessing various ALDGE 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 *

Consent *

Phone Numbers *

Email Addresses *

Home Address *

Characteristics *

Birth Details *

Background Details *

FBI Demographics *

State Identification *

PSIA ID *

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 13- Complete Extended Demographics, Citizenship. Click "Save" and Click "Continue to Phone Numbers."

Extended Demographics

The following information is required for accessing various ALDGE 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 *

PSIA ID *

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

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

Account Type ☒ **Emergency** ☒ **Chartering** ☒ **Phone Numbers** ☒

Phone Numbers
These phone numbers 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 individual may be displayed in the Educator Directory and will be used to contact you if there is a need to reach you. Your phone number will be displayed publicly and will be used to contact you about matters related to you outside of your job (such as group work, certification renewal, etc.)

Home

Work

Cell

Characteristics ☒ **Background Details** ☒ **Religious Preference** ☒ **State Identification** ☒ **SSN ID** ☒

Continue to Email Addresses

Step 15- Complete Extended Demographics, Email Addresses. Click "Save" and Click "Continue to Home Address."

ALSDS Identity Management
ALSDS.EDU

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

Account Type ☒ **Emergency** ☒ **Chartering** ☒ **Phone Numbers** ☒ **Email Addresses** ☒

Email Addresses
There are three email addresses 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 Educator Directory and will be used to contact you for matters related to you. 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 (such as group work, certification renewal, etc.)

Primary email address

Personal email address

Continue to Home Address

EMAIL ADDRESS CAN BE THE SAME BUT BOTH ARE REQUIRED.

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

Extended Demographics

The following information is required for accessing various ALDE applications:

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

Account Type

Emergency/State

Chapering

Phone Numbers

Email Addresses

Home Address

Characteristics

Birth Details

Background Details

FBI Demographics

State Identification

Real 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 Mainway

Orange, FL 32074

US - United States of America

Save

Continue to Characteristics

Step 17- Complete Extended Demographics, Characteristics. Click "Save" and Click "Continue to Birth Details."

Extended Demographics

The following information is required for accessing various ALDE applications:

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

Account Type

Emergency/State

Chapering

Phone Numbers

Email Addresses

Home Address

Characteristics

Birth Details

Background Details

FBI Demographics

State Identification

Real ID

Characteristics

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.

Eye Color

Black

Eye Color

Black

Height (feet)

5 - 4.9

Height (inches)

65 - 75

Weight (Pounds)

150

Save

Continue to Birth Details

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

Extended Demographics

[illegible][illegible][illegible]

Site [Alabama State Department of Education/Alabamongoing.pdf](http://AlabamaStateDepartmentofEducation/Alabamongoing.pdf)

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?



1. $\frac{1}{2}$

Save

Continue to RW: Demographics ©

Step 22- Complete Extended Demographics, RSA ID. Click "Save" and Click "Finished. Go to Services Portal!"

Extended Demographics

The following information is required for accessing all our AUCOE applications.

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

RSA ID

There are two factors required in order to build a profile with Education Certification. It is the individual's responsibility to provide accurate information and to keep all information current.

Do you have a RSA ID?

☒ Yes
 ☐ No

- ☒ Account Type
- ☒ Ethnicity/Race
- ☒ Citizenship
- ☒ Phone Number
- ☒ Email Address(es)
- ☒ Home Address
- ☒ Grandchildren
- ☒ Birth Date(s)
- ☒ Background Check
- ☒ Self-Denial Rights
- ☒ State Registration

RSA ID

Continue

Step 23- You are finished. You have created an AIM account and have an ALSDE ID. Click "Continue to Alabama K-12 Job Postings."



ALSDE Identity Management

ALB.ALSDE.EDU/

Alabama K-12 Job Postings

You have successfully created an ALBID account and confirmed your extended demographics. Please store your login information in a secure location for any future access.

You are entering the Alabama State Department of Education and going to HireTrue.

Your ALSDE ID is: **MXM-0127-2047**

Your last name is: **Moust**

Your date of birth is: **09/25/1976**

Note: If you have any questions or problems with the Alabama K-12 Job Postings platform, please contact the HireTrue support team by emailing candidates@hiretrue.com or calling 214-975-0900, then selecting extension 2, then option 1.

[Continue to Alabama K-12 Job Postings](#)

The foregoing information is provided for informational purposes only. It is not intended to constitute an offer or a recommendation to buy or sell any security or financial instrument or to provide any investment advice. The information is not intended to be relied upon in making any investment decision. It is not intended to constitute an offer or a recommendation to buy or sell any security or financial instrument or to provide any investment advice. The information is not intended to be relied upon in making any investment decision.