



TEACHING & LEADING
ALABAMA 

Step-by-Step Guide

Substitute License Application Process

Employee Responsibilities

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Substitute License Application Process

- Go to <https://aim.alsde.edu> to log into your AIM account.
- Enter your ALSDE ID # or email address and password then select **Log In**

AIM Portal
AIM.ALSDE.EDU/

Log into AIM

ALSDE ID (or Email address):
Password:

Log In Forgot password? Create an account

Need to change your email address?

- Login with your old email address/password (or ALSDE ID/password), then go to the User Profile screen and change your email address.
- If you cannot log in with old address, select **Create an account** above to create a new account with your new email address.

Single sign-on Identity Management

The ALSDE Identity Management (AIM) portal is the one-and-only site to manage your ALSDE Identity. All ALSDE-developed web-applications use AIM credentials, meaning you only have to remember one email address and password to access all of your authorized applications.

Terms of Service

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

For issues logging into an **existing** AIM account

- Contact ALSDE help desk during normal business hours by emailing servicedesk@alsde.edu
- Provide the following information:
- Subject Line: AIM Login Issues
- Full Name
- ALSDE ID
- Describe the issue you are having and include helpful screenshots
- Please allow 3-5 business days for a response, before contacting the Service Desk again
- For additional assistance on how to create an AIM account, locate the Creating an AIM Account document by clicking here [Creating an Aim Account](#).

- Once logged in, click on the tile labeled **ACE** to access the Certification Dashboard.

AIM Portal
STAGEAIM.ALSDE.EDU/

My Services User Profile Extended Demographics Help

ACE
Educator Certification

Alabama Joint Purchasing (ALJP)
E-Rate

Child Nutrition Program (CNP)
Child Nutrition Programs

Courses
Instructional Services

Fieldprint Background Check
Educator Certification

Pupil Transportation Certification
Pupil Transportation

Registered School Information
Admin and Financial Support

Alabama K-12 Job Postings
Educator Certification

If you are redirected to Extended Demographics:

- Complete the required information.
- Required sections are indicated by an asterisk to the right of the section name.
- Once all required sections are complete, click the green button to continue to the ACE Certification Dashboard.
- If you are returned to the Extended Demographics Section, all sections have **not** been completed in their entirety.

AIM Portal
STAGEAIM.ALSDE.EDU/

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 *

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.

Educator

- Alabama certificate license, or permit
- Alabama K-12 job postings
- Criminal history background check
- Educator Certification personal information
- Gender
- Race

Researcher

- Public data applications
- Data through a memorandum of understanding (MOU) with ALSDE

Public

- Public data applications

Set as my account type

Set as my account type

Continue to Educator/Researcher

Continue

Substitute License Application Process

- To access your application started by your school system or school system designee, visit the **Message Center** or the **Your Applications** section of the ACE Dashboard.
- Do not** select **New Application**

The screenshot shows the ACE Dashboard interface. At the top, there is a header with 'We Teach Alabama' and 'ALABAMA STATE DEPARTMENT OF EDUCATION'. Below the header, there is a 'Hi Earline,' section with a welcome message. To the right, there is a '109 New messages' notification box with three messages: 'Application Started (11/12/25, 4:53 PM)', 'Submitted (11/3/25, 1:57 PM)', and 'Awaiting Documentation (11/3/25, 1:57 PM)'. Below this, there is a 'Background Review' section. The main content area is divided into 'YOUR APPLICATIONS' and 'Your Certifications'. The 'YOUR APPLICATIONS' section shows a list of applications: 'SUB Application M6MIGGK' (Started, Waiting Application), 'SUB Application SESISC6' (Submitted), 'EC Application B7Q1YIE' (Submitted), 'SUB Application WNGRBI1' (Submitted), and 'SUB Application 1A7NM9E' (Submitted). The 'Continue Application' button for the 'SUB Application M6MIGGK' is highlighted with a red box. A red 'X' is placed over the 'New Application' button in the 'Your Certifications' section.

- Select the **SUB Application** that was started by the school system or school system designee.
- Click **Continue Application**

This screenshot is similar to the one above, showing the ACE Dashboard. The 'YOUR APPLICATIONS' section is the focus, with the 'Continue Application' button for the 'SUB Application M6MIGGK' highlighted with a red box. The 'New Application' button is no longer highlighted with a red 'X'.

Substitute License Application Process

- Complete the required application sections. Once a section is completed select the **Next** icon to move to the next section of the application.

The screenshot shows the 'APPLICATION WIZARD' interface. The left sidebar indicates the current step is '2 Provide Documentation'. The main content area is titled 'Confirm Personal Data' and contains a grid of input fields for personal information such as name, address, and contact details. A red circle highlights the 'Pay Application Fee' option in the left sidebar.

- Fees are paid within the application. Do **NOT PAY** a fee on another website.

This screenshot shows the 'Pay Application Fee' step. The left sidebar highlights 'Pay Application Fee'. The main content area displays a summary of fees: Total Amount \$38.00, Credit Amount \$0.00, Paid Amount \$0.00, and Total Received \$0.00. A 'Pay' button is visible at the bottom.

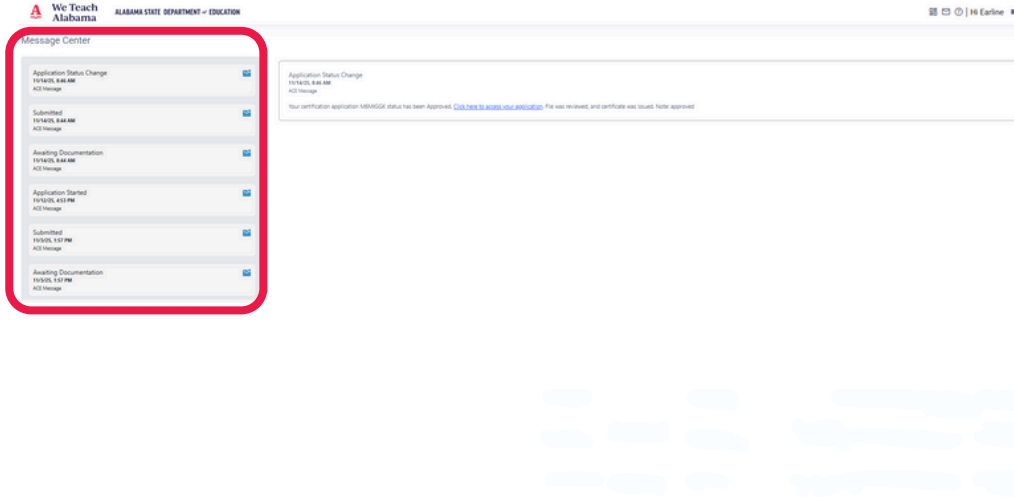
- Once all required application sections are complete, your application will be reviewed by your school system or school system designee and processed. Continue to check the ACE Portal for status updates.
- Please note the application **will not** reach 100% completion until the application is approved or denied.*
- Reach out to your school system for questions and concerns with your application.

The screenshot shows the 'YOUR APPLICATIONS' section. It lists several applications with their start and submitted dates. One application, 'SUB Application SE9526', is highlighted with a red circle. The status for this application is 'Submitted'.

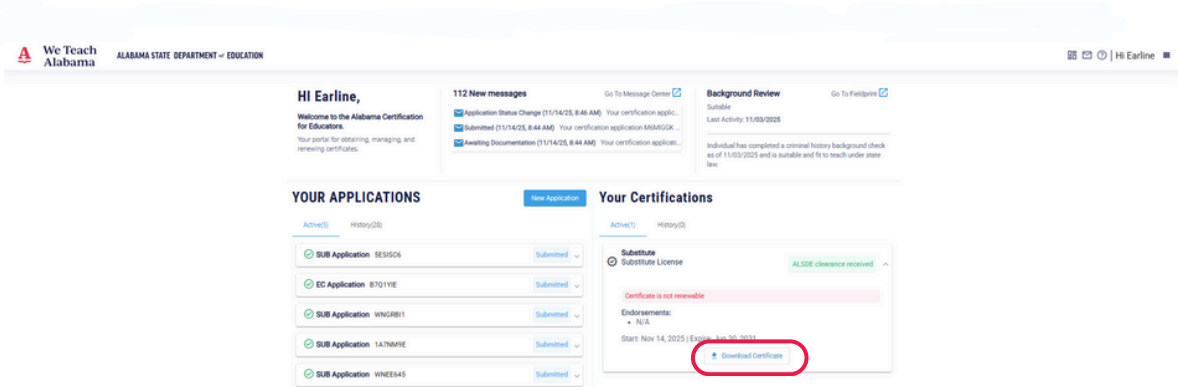
This screenshot shows the 'Education Agency Acceptance & Signature' step. A 'Thank you!' message is displayed, indicating that the application has been successfully submitted. The message asks the user to log in to the ACE to check the status of their application.

Substitute License Application Process

- Check the ACE Portal often for updates on your application.
- Applications may take up to 4-6 weeks to be processed.
- You will receive message updates in the **Message Center** of the ACE Portal.



- To print your substitute license, select **Download Certificate** under the **Your Certifications** section of the ACE Portal.



- If you have questions, please contact your employing school system or school system designee.