

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



Log into AIM Help ?

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

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



Create Account Help ?

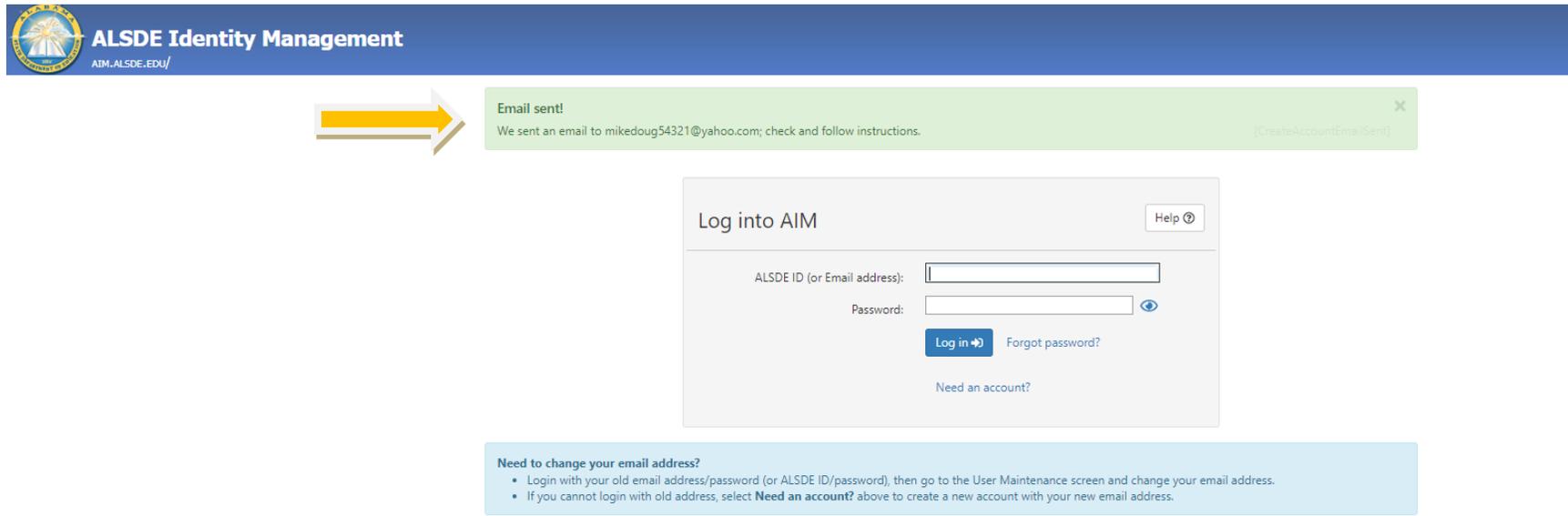
Email address:

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

**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.



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

**Email sent!**  
We sent an email to mikedoug54321@yahoo.com; check and follow instructions. [CreateAccountEmailSent]

**Log into AIM** Help ?

ALSDE ID (or Email address):

Password:  👁

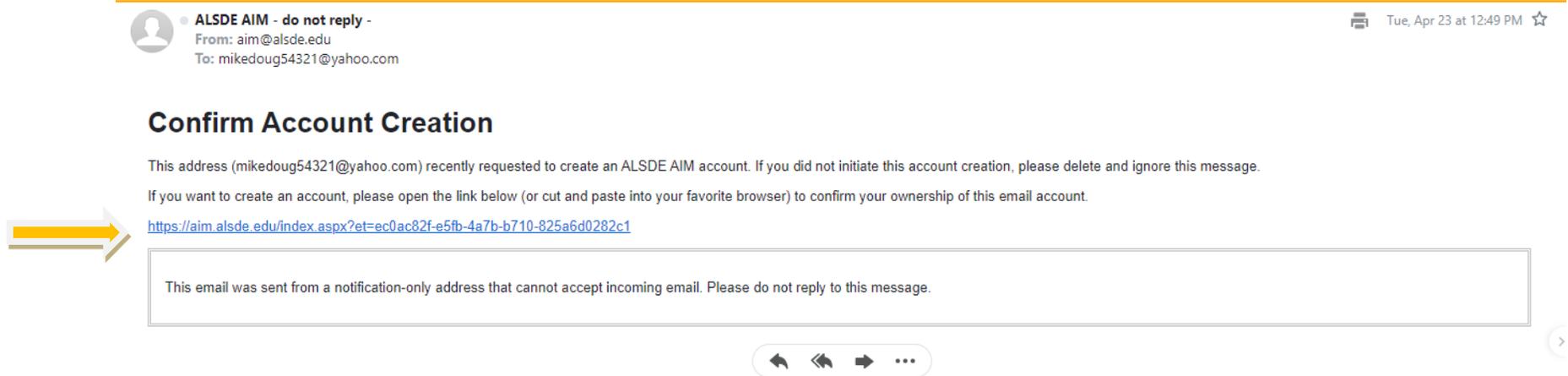
**Log in** ➔ [Forgot password?](#)

[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 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?et=ec0ac82f-e5fb-4a7b-b710-825a6d0282c1>

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.”



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

Create Account Help ?

Please enter your name as indicated on government issued identification.

Email address:

Title:

Legal first name:

Legal middle name:  *Optional*

Maiden name:  *Optional*

Legal last name:

Suffix:

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.

Password:

Verify Password:

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. [LoginSuccessful]

Log into AIM Help ?

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**  
AIM.ALSDE.EDU/

### Security Questions

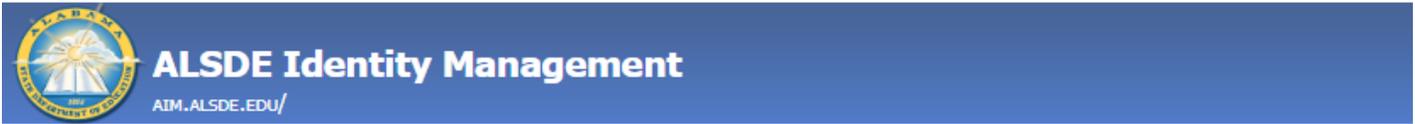
Please select one question from each of the provided lists and supply an answer that only you would provide for that question. Should you forget your password or lock your account, we will ask you these questions. For your protection, you must answer these questions correctly before your password may be reset or your account unlocked.

<p><b>Question 1</b></p> <p>Select Question: <input type="text"/></p> <p>Answer: <input type="text"/></p>	<p><b>Question 2</b></p> <p>Select Question: <input type="text"/></p> <p>Answer: <input type="text"/></p>	<p><b>Question 3</b></p> <p>Select Question: <input type="text"/></p> <p>Answer: <input type="text"/></p>
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[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.”



## AIM Use and Restrictions

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

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

Name: Mickey Mouse

Email: alsdecert@yahoo.com

SSN:

Sex:

Date of birth:

Work phone:

**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: alsdecert@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: alsdecert@yahoo.com

DOB:

Confirm DOB

Core Demographics: Confirm SSN

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

Name: Mickey Mouse

Email: alsdecert@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: alsdecert@yahoo.com

SSN:

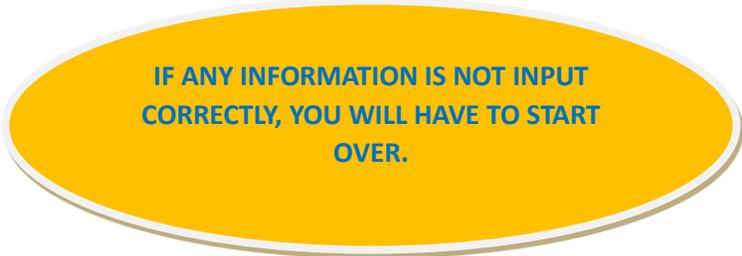
Sex: Male

Date of Birth:

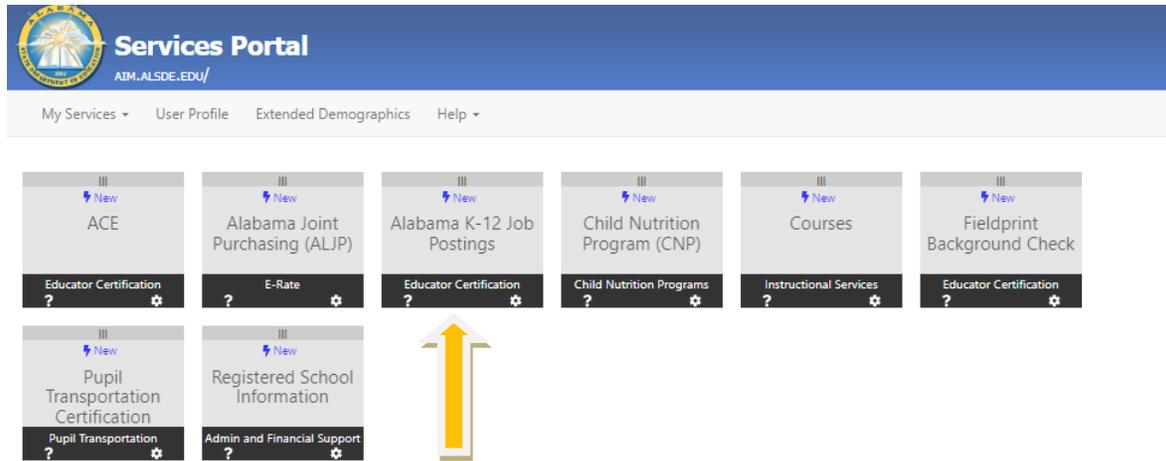
Work Phone: 334-000-8976

No, something is incorrect

Yes, all my information is accurate



Step 10- After confirming demographics are correct, you will see the page below. Click “Alabama K-12 Job Postings.”



Step 11- 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.

The screenshot shows 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, Birth Details, Background Details, FBI Demographics, State Identification, and RSA ID. The 'Account Type' section is expanded, showing three options: Educator, Researcher, and Public. Each option has a list of required fields and a 'Set' button. The 'Educator' option is highlighted with a yellow arrow. A blue box above the options states: '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
Educator	Alabama certificate, license, or permit; Alabama K-12 job postings; Criminal history background check; Educator Certification personal information update; Bonds
Researcher	Public data applications; Data through a memorandum of understanding (MOU) with ALSDE
Public	Public data applications

**Step 12- 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.

Account Type //

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



[Continue to Email Addresses](#)

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



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 \*
- 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.



[Continue to Home Address](#)

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

[Edit](#)

[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 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 \*

#### 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  
Field is required.

Hair Color: Bald  
Field is required.

Height (Feet): 5' - Five  
Field is required.

Height (Inches): 6" - Six  
Field is required.

Weight (Pounds): 150  
Field is required.

[Save](#)

[Continue to Birth Details](#)

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

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

#### Birth Details

Country:

Field is required.

State, District, or Territory:

Field is required.

Save

Continue to Background Details

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

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

### 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.

Scenario  Educator Certification

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

Authority: Ala. Code 16-22A-5(a) (1975)

Certified or Licensed Applicant for Public Employment

You already hold a certification or license as an educator, school bus driver, substitute, or in Professional Leadership, and are seeking public employment in a new local public school system (including public charter schools).

Authority: Ala. Code 16-22A-5(a) and (d) (1975)

Substitute Teacher Licensure

You are applying for a Substitute Teacher Licensure.

Authority: Ala. Code 16-22A-5(a) (1975)

Non-Certified or Non-Licensed Applicant for Public or Nonpublic Employment

You are seeking employment at a public or private school in a position that does not require you to hold any license or certification. Examples include but are not limited to the following: secretary, instructional aide, custodian, lunchroom worker, bus aide, contractor, etc. This includes non-certified and non-licensed applicants for employment at public charter schools.

Authority: Ala. Code 16-22A-5(a), (b), and (d) (1975)

School Bus Driver Certification

You are applying for a School Bus Driver Certificate.

Authority: Ala. Code 16-22A-5(a) (1975)

Educator Preparation Program

You attend an Alabama College or University and are seeking admission to an Educator Preparation Program. If you are enrolled in an Educator Preparation Program outside of Alabama, please do not continue this process. Contact the Alabama State Department of Education, Office of Educator Certification, for more information at (334) 694-4557.

Authority: Ala. Code § 16-23-16.2 (1975)

Site

Alabama State Department of Education (Montgomery, AL)

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?

Yes  No

Field is required.

Save

Continue to FBI Demographics ↗

**Step 20- Complete Extended Demographics, FBI Demographics. Click “Save” and Click “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 21- Complete Extended Demographics, State Identification/Driver License. Click “Save” and Click “Continue to RSA ID.”**

### 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 \*

#### 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** Driver License  
Field is required.

**State** AL: Alabama  
Field is required.

**Number** 7894562  
Field is required.

**Expiration Date** 10/9/2025  
Field is required.

[Save](#)

[Continue](#)

[Continue to RSA ID](#)

**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 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 \*    RSA 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.  
Citizenship \*  
Phone Numbers \*  
Email Addresses \*  
Home Address \*  
Characteristics \*  
Birth Details \*  
Background Details \*  
FBI Demographics \*  
State Identification \*  
RSA ID \*

Do you have a RSA ID?  
 Yes    No

Finished. Go to Services Portal. Ⓞ

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.”**



### Alabama K-12 Job Postings

You have successfully created an AIM account and completed your extended demographics. Please store your login information in a secure location for any future updates.

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

Your ALSDE ID is **MXM-0127-3047**.

Your last name is **Mouse**.

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](mailto:candidates@hiretrue.com) or calling 314-678-0800, then selecting extension 2, then option 1.

Continue to Alabama K-12 Job Postings

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