



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

Alabama
State Board
of Education

August 12, 2020

MEMORANDUM

Governor Kay Ivey
President

TO: City and County Superintendents

Jackie Zeigler
District I
Vice President

FROM: Eric G. Mackey 
State Superintendent of Education

Tracie West
District II

RE: Submission of the FY 2021 Capital Plan

Stephanie Bell
District III

The **FY 2021 Capital Plan** is due no later than **September 25, 2020**. It is imperative that your Capital Plan be as accurate as possible to reflect your needs—especially in the first two years of the plan as most systems will be utilizing PSF and PSCA funds. Projects addressing severe conditions at your facilities should receive high priority within your plan. Since this is a five-year plan, it must include projects for fiscal years **2021, 2022, 2023, 2024 and 2025**. Also, it is critical that your system’s inventory and building assessment data (SAFE) be accurate as this information could influence distribution of funds. Submission directions and reminders are as follows:

Yvette M. Richardson, Ed.D.
District IV
President Pro Tem

- The Capital Plan must be developed and submitted by a Certified Capital Planner.
- The Alabama School Capital Planning Process (ASCPP) must be followed.
- **To access the application, Capital Planners should go to <https://aim.alsde.edu> and log in using AIM log-in credentials. If the Capital Planner is new to AIM, a new account must be created. Instructions are provided in the document attached. Once logged into AIM, an application inventory screen will appear with a tile for each application for which a user is granted access. If you do not see a Capital Plan tile, then verify that all personnel needing access to the report are correctly shown in the Education Directory.**
- A confirmation (sign off) is needed by the **Capital Planner only**. This confirmation certifies that the Capital Plan has been approved by the local Board of Education. Confirmations are also needed by the Capital Planner if changes are made after the original plan submission.
- **All projects that are \$50,000 and greater must be in the plan, even though the funding source may be unknown. Projects less than \$50,000 are encouraged to be in the plan but are optional.**

Tommie T. Stewart, Ph.D.
District V

Cynthia McCarty, Ph.D.
District VI

Jeff Newman
District VII

If you have questions concerning the Capital Planning Process, contact E. Perry Taylor at (334) 694-4602.

Wayne Reynolds, Ed.D.
District VIII

If you have questions about the Capital Planning submittal process, contact Nancy Dailey at (334) 694-4604 or by email at ndailey@alsde.edu.

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

EGM/EPT/NFD

Attachment

cc: Capital Planners

FY20-3038

First Time AIM Users with an Education Directory Account

Introduction

The Alabama State Department of Education has developed a Single-Sign-On system named AIM (ALSDE Identity Management) to access secured applications for ALSDE users and external users. Single Sign-On is a process whereby users only need to create a single username and password to access all ALSDE applications.

Applications will be migrated to the new platform one at a time over the next several months. Notification of each application's migration will be included in release notes for each application.

As applications are migrated to the new platform, there will be changes to the login process. You may access the migrated applications in two ways: Either by using your current link to the application or by using the AIM portal page. The AIM portal page can be reached at www.alsde.edu by selecting "Application Login" on the top right of the screen, then choosing AIM from the list of portals. The AIM portal page is the preferred method to access applications when you are outside of the Gordon Persons Building.

Need an Account?

1. The first time you attempt to login, select "Need an Account?". Enter the email address associated with your Education Directory (Ed Dir) account and select "Create Account".

Create Account

Help 

Username or email:

Create Account 

Cancel

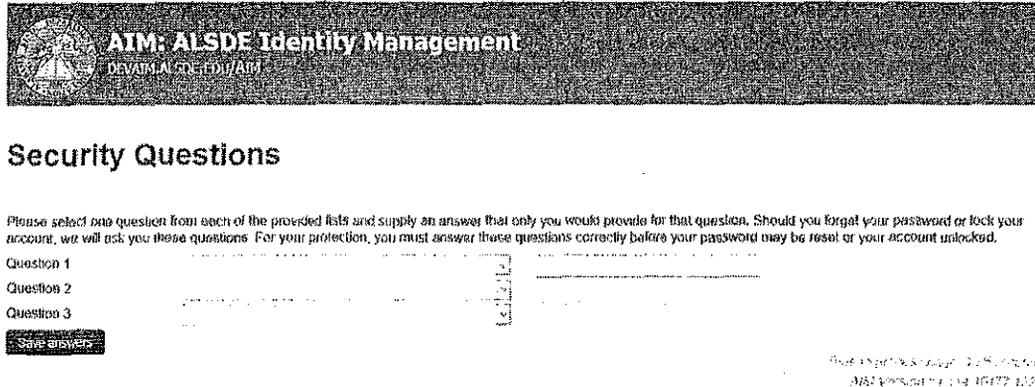
2. An email will be sent to the email address entered. Select the link in the email and fill out the appropriate fields. Please see [Password Requirements](#) for details on selecting a password.

If you receive the message below, follow the instructions in the [Imported User Account](#) section.

Error

The email address **<your email address here>** has already been used to create an account.

- After entering your information, a "Security Questions" screen will appear. Select three questions and enter three distinct answers, then select "Save Answers".



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

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.

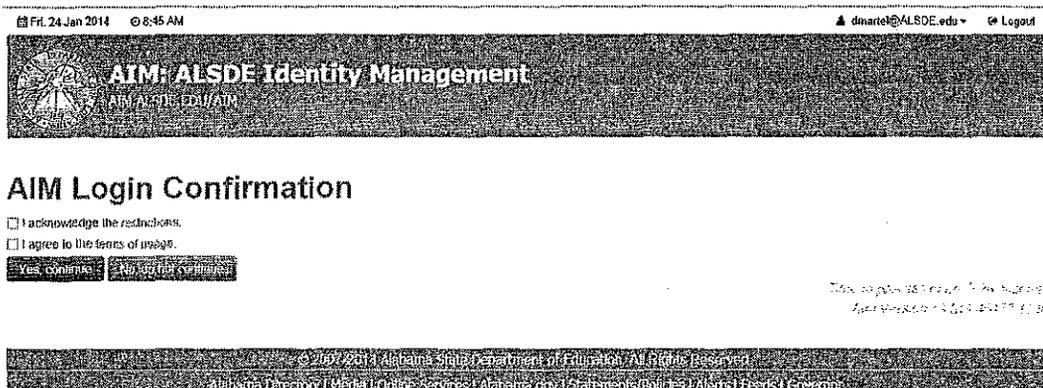
Question 1: [Dropdown menu] [Text input field]

Question 2: [Dropdown menu] [Text input field]

Question 3: [Dropdown menu] [Text input field]

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

- The confirmation page will display. Check the boxes to acknowledge the restrictions and agree to the terms of usage, then select "Yes, Continue". If the restrictions or terms of usage change in the future, you will be required to read and accept the new restrictions and/or terms of usage.



Fri, 24 Jan 2014 8:45 AM dinartel@ALSDE.edu Logout

AIM Login Confirmation

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

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

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