



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



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

Alabama
State Board
of Education

August 10, 2023

MEMORANDUM

Governor Kay Ivey
President

TO: City and County Superintendents

Jackie Zeigler
District I

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

Tracie West
District II
Vice President

RE: Submission of the Fiscal Year (FY) 2024 Capital Plan

Stephanie Bell
District III

The **Fiscal Year (FY) 2024 Capital Plan** is due no later than **September 22, 2023**. It is imperative that your Capital Plan be as accurate as possible to reflect your needs. 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 **FY 2024, 2025, 2026, 2027, and 2028**. Also, it is critical that your system's inventory and building assessment data, Site and Facility Enumeration, is accurate as this information could influence the distribution of funds. Submission directions and reminders are as follows:

Yvette M. Richardson, Ed.D.
District IV

- The Capital Plan must be developed and submitted by a Certified Capital Planner.
- The Alabama School Capital Planning Process 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.**

Tonya S. Chestnut, Ed.D.
District V
President Pro Tem

If you have questions concerning the Capital Planning Process, please contact Ethan Taylor at (334) 694-4553 or by email at etaylor@alsde.edu.

Marie Manning
District VI

If you have questions about the Capital Planning submittal process, please contact Elena Littlefield at (334) 694-4605 or by email at elena.littlefield@alsde.edu.

Belinda McRae
District VII

Wayne Reynolds, Ed.D.
District VIII

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

EGM/ET/EL

Attachment

cc: Capital Planner

FY23-3034

Application Guide

Creating an AIM Account

Navigate to ALSDE Identity Management (AIM) login page located at <https://aim.alsde.edu>.

Click the *Need an Account?* link just under the Log in button.

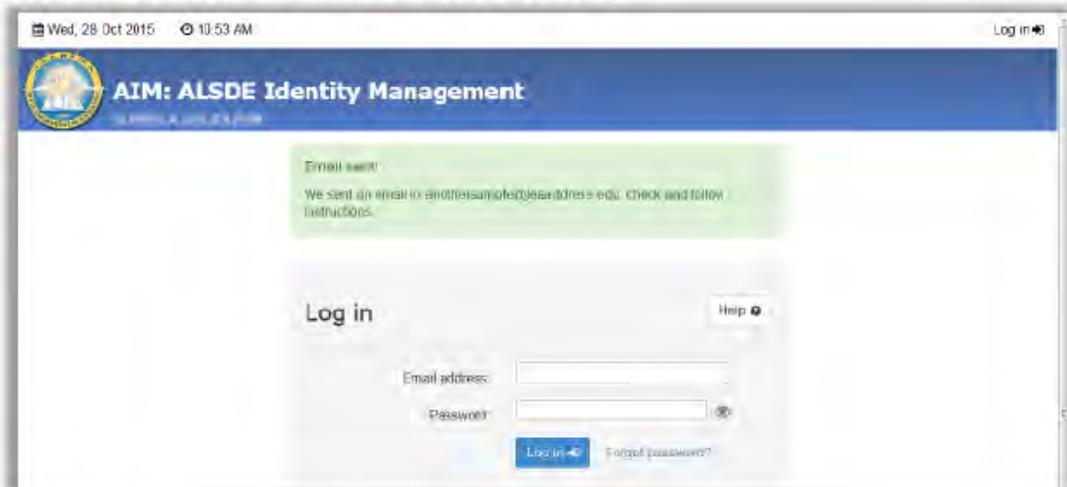
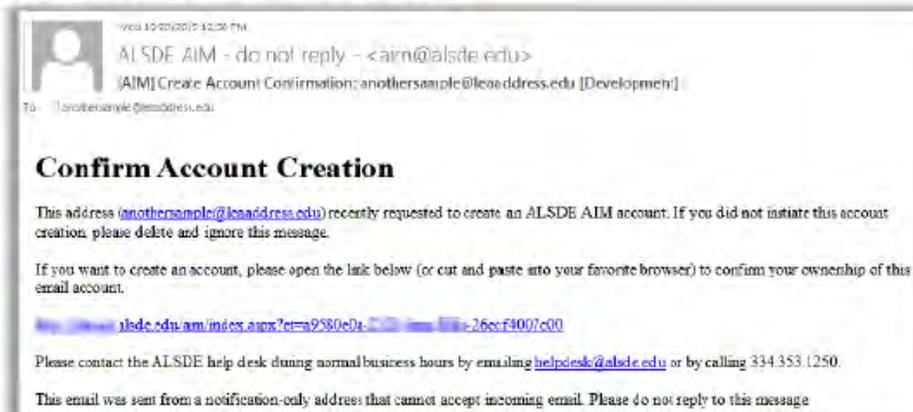
The screenshot shows the 'Log into AIM Portal' page. At the top left is the ALSDE logo and the text 'AIM: ALSDE Identity Management'. The main heading is 'Log into AIM Portal' with a 'Help' icon. Below this are input fields for 'Email address' and 'Password', followed by a 'Log in' button and a 'Forgot password?' link. A red box highlights the 'Need an Account?' link. At the bottom, there are three columns of text: 'Identity Management' (explaining the goal of streamlining user access), 'Single sign-on' (explaining the portal's role in managing identity), and 'Terms of Service' (with a link to 'View the Terms of Usage').

Enter your email address in the field provided. If you are already assigned to a position in the Education Directory, you must use the same email address.

Select **Create Account** to begin the process of creating your account. You will receive an email with a link; follow the instructions in the email.

The screenshot shows the 'Create Account' page. At the top left is the ALSDE logo and the text 'AIM: ALSDE Identity Management'. The main heading is 'Create Account' with a 'Help' icon. Below this is an input field for 'Email address' with a red arrow pointing to it. Below the input field is a 'Create Account' button with a red arrow pointing to it and a 'Cancel' link. At the bottom, there are three columns of text: 'Identity Management', 'Single sign-on', and 'Terms of Service'.

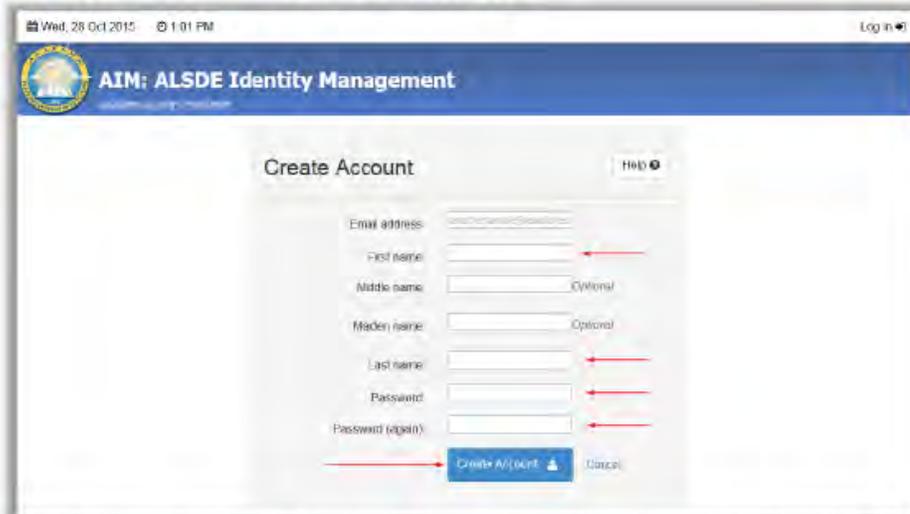
Application Guide

Create an Account – Email Address EnteredCreate an Account – Email Received

You will receive this email if you attempt to create a new account. Open the link provided to complete the account creation process. This link is valid for two hours. If you attempt to access after two hours, you will receive a message that the token has expired. Please go back to **Create an account** to generate a new token.

When you follow the link, you should see the screen in **Create an Account – Name and Password**.

Application Guide

Create an Account – Name and Password

Enter your first name in the **first name** field. Enter your last name in the **last name** field. If you would like, you may enter your middle name in the **middle name** field, and/or your maiden name in the **maiden name** field.

Enter your password in the **Password** field. Re-enter the same password in the **Password (again)** field. Please note that your password must be between 8 and 16 characters long. Your password must also include three of the four following conditions:

- a number
- an uppercase letter
- a lowercase letter
- a special character, examples include: .+@!^&*?|#\$%_-

Select **Create account** to create your account. Once you successfully enter all required information, you should see the *Error! Reference source not found.* screen.