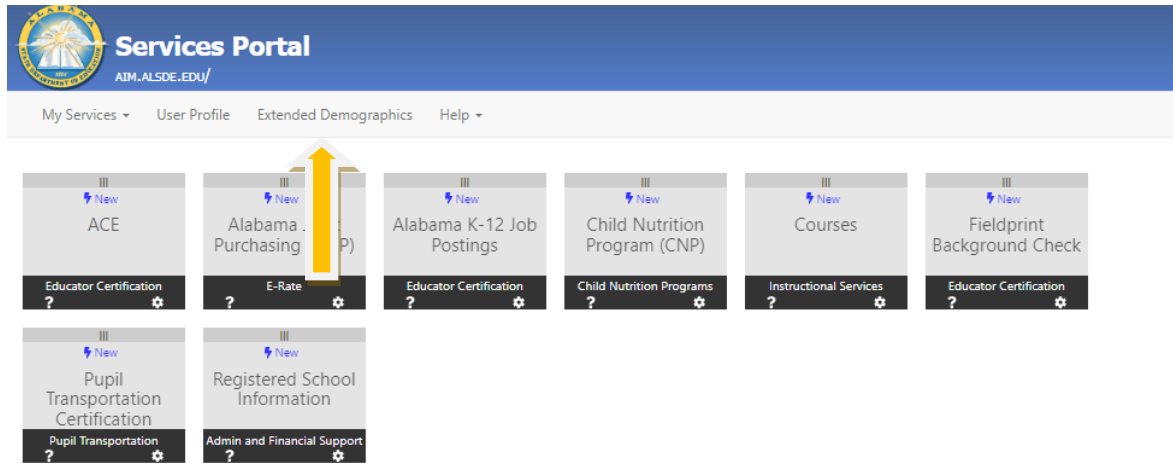


**Step 1- Click Extended Demographics. Complete and/or update Extended Demographics.**



**Step 2- 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.

**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.

Account Type	Required Fields
<b>Educator</b>	<ul style="list-style-type: none"> <li>Alabama certificate, license, or permit</li> <li>Alabama K-12 job postings</li> <li>Criminal history background check</li> <li>Educator Certification personal information update</li> <li>Bonds</li> </ul>
<b>Researcher</b>	<ul style="list-style-type: none"> <li>Public data applications</li> <li>Data through a memorandum of understanding (MOU) with ALSDE</li> </ul>
<b>Public</b>	<ul style="list-style-type: none"> <li>Public data applications</li> </ul>

An orange arrow points to the 'Set' button under the 'Educator' account type.

**Step 3- 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



**Step 4- 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 //

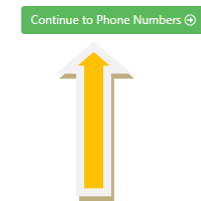
- Account Type \*
- Ethnicity/Race \*
- Citizenship \***
- Phone Numbers \*
- Email Addresses \*
- Home Address \*
- Characteristics \*
- Birth Details \*
- Background Details \*
- FBI Demographics \*
- State Identification \*
- RSA ID \*

#### 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



**Step 5- Complete Extended Demographics, Phone Numbers. Click “Add or Edit” 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"/>

**PHONE NUMBER CAN BE THE SAME BUT BOTH ARE REQUIRED.**

[Continue to Email Addresses](#)



**Step 6- 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.

**EMAIL ADDRESS CAN BE THE SAME BUT BOTH ARE REQUIRED.**

[Continue to Home Address](#)



**Step 7- 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 8- 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 9- 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 10- 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

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 11- 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 12- 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 13- 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 14- You are finished. You have created an AIM account and have an ALSDE ID. Click ACE (location of tile may vary).**

**Services Portal**  
AIM.ALSDE.EDU/

My Services ▾   User Profile   Extended Demographics   Help ▾

<b>New</b> ACE Educator Certification ? ⚙	<b>New</b> Alabama Joint Purchasing (ALJP) E-Rate ? ⚙	<b>New</b> Alabama K-12 Job Postings Educator Certification ? ⚙	<b>New</b> Child Nutrition Program (CNP) Child Nutrition Programs ? ⚙	<b>New</b> Courses Instructional Services ? ⚙	<b>New</b> Fieldprint Background Check Educator Certification ? ⚙
<b>New</b> Pupil Transportation Certification Pupil Transportation ? ⚙	<b>New</b> Registered School Information Admin and Financial Support ? ⚙				