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

Servie	ces Portal					
My Services 👻 User	Profile Extended Demogra	aphics Help +				
III New ACE Educator Certification ?	Alabama . Purchasing P)	III New Alabama K-12 Job Postings Educator Certification ?	III New Child Nutrition Program (CNP) Child Nutrition Programs ?	III New Courses Instructional Services ? \$	III PNew Fieldprint Background Check Educator Certification ?	
III Pupil Transportation Certification Pupil Transportation ?	III F New Registered School Information Admin and Financial Support ?					

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 a Please provide accurate and complete info	-	ALSDE applications. I sections are indicated by an asterisk (*) to the right of the section name.		You must select an account type.	
////	•	Account Type			
Ethnicity/Race	*	These data fields are required in order to build a complete AIM profile. It is th provide accurate information and to keep all information current.	e individual's responsibility to		
📋 Citizenship	*	provide accurate information and to keep an information current.			
📋 Phone Numbers	*	Educator	Rese	archer	Public
📋 Email Addresses		Alabama certificate, license, or permit	Public data applications		Public data applications
📋 Home Address	*	Alabama K-12 job postings Criminal history background check Educator Certification personal information update	 Data through a memorandu ALSDE 	im of understanding (MOU) with	Set
Characteristics	*	Bonds		Set	
📋 Birth Details	•	Set			
Background Details					
FBI Demographics	*				
State Identification	*				

Step 3- Complete Extended Demographics, Ethnicity/Race. Click "Save" and Click "Continue to Citizenship."

Extended Demographics

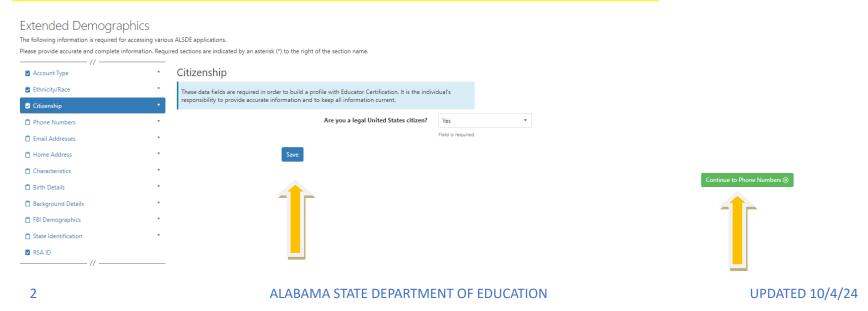
The following information is required for accessing various ALSDE applications.

Please provide accurate and complete information. Required sections are indicated by an asterisk (*) to the right of the section name.

Ethnicity/Race * Critizenship * Critizenship * Phone Numbers * Email Addresses * Home Address * Characteristics * Birth Details * FBI Demographics * State Identification *	Account Type *	Ethnicity/Race		
Citizenship • Phone Numbers • Bradi Addresses • Home Address • Characteristics • Birth Details • Background Details • FBI Demographics • State Identification •	Ethnicity/Race *			
Email Addresse Field is required. Home Address Field is required. Characteristics Field is required. Birth Details Field is required. Birth Details Save FBI Demographics Field is required.	🖞 Citizenship *	responsibility to provide accurate in	formation and to keep all information cu	rrent.
Email Addresses - Home Address • Ethnicity Not Hispanic/Latino Characteristics • Birth Details • Background Details • • FBI Demographics • •	Phone Numbers *	Race	Black or African American	•
Characteristics • Field Is required. Birth Details • Save Background Details • Field Demographics • State Identification •	🖞 Email Addresses *		Field is required.	
Birth Details Birth Details Background Details FBI Demographics State Identification	🖞 Home Address *	Ethnicity	Not Hispanic/Latino	-
Background Details • FBI Demographics • State Identification •	Characteristics *		Field is required.	
FBI Demographics State Identification	🖞 Birth Details *		Save	
State Identification	Background Details *			
	FBI Demographics *			
	State Identification *			
RSA ID	🖄 RSA ID			



Step 4- Complete Extended Demographics, Citizenship. Click "Save" and Click "Continue to Phone Numbers."



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		Phone Nu	Imbers			
Ethnicity/Race	*			with Educator Certification. It is the individual's		
2 Citizenship	*		o provide accurate information and to ke		4	
Phone Numbers	*	You must prov	vide at least a cell number and a work	number.		
📋 Email Addresses	*	to your job. You	ur cell phone number will not be display	ectory and will be used to contact you for items related ed publicly and will be used to contact you about		
📋 Home Address	*	matters related	I to you outside of your job (background	check, certification renewal, etc.)		
Characteristics	*	Home		E Add	PHONE NUMBER CAN BE	
📋 Birth Details	*	Work	334.000.8976	🖬 Edit	THE SAME BUT BOTH ARE	
📋 Background Details	*	Cell	334.000.8976	⊠ * Edit	REQUIRED.	4
FBI Demographics	*					
📋 State Identification	*				C	ontinue to Email Addresses 🟵
🖻 RSA ID					N	
//^^						

Step 6- Complete Extended Demographics, Email Addresses. Click "Save" and Click "Continue to Home Address."

	ity Management					
Extended Demogra The following information is required fo Please provide accurate and complete in	, r accessing various ALSDE applicatio	ins. dicated by an asterisk (*) to the right of the	section name.			
Account Type	* Email Ado	dresses				
 Ethnicity/Race Citizenship 		lds are required in order to build a profile w to provide accurate information and to kee	vith Educator Certification. It is the individual's p all information current.			
Phone Numbers	* items related t	o your job. Your personal email address wil	ation Directory and will be used to contact you for I not be displayed publicly and may be used to job (background check, certification renewal, etc.)			
 Email Addresses Home Address 	•	Primary email address	alsdecert@yahoo.com			EMAIL ADDRESS CAN BE THE
Characteristics Birth Details	•			to the User Profile screen to change your primary email address.		SAME BUT BOTH ARE
Background Details	*	Personal email address	alsdecert@yahoo.com Field is required.		\otimes	REQUIRED.
 FBI Demographics State Identification 		Save				
🖻 RSA ID — // ——						Continue to Home Address ③
3		ALABA	MA STATE DEPARTME	NT OF EDUCATION		UPDATED 10/4/2

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	×	Home Address
Ethnicity/Race	*	These data fields are required in order to build a profile with Educator Certification. It is the individual's
Citizenship	*	responsibility to provide accurate information and to keep all information current. Home address is required.
Phone Numbers	*	00000 Mickey Way
Email Addresses	*	Orlando, FL 08976
Home Address	*	US: United States of America
Characteristics	*	Iℓ [*] Edit
📋 Birth Details	*	_
Background Details	*	
FBI Demographics	*	
1 State Identification	*	
😰 RSA ID		
//		



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	*	Characteristics				
Ethnicity/Race	•	These data fields are required in order to build a profile v	with Educator Certification. It is the individual's			
Citizenship		responsibility to provide accurate information and to kee	p all information current.			
Phone Numbers		Eye Color	Black -			
Email Addresses	*		Field is required.			
Home Address	*	Hair Color	Bald			
Characteristics	•		Field is required.			
🖺 Birth Details	•	Height (Feet)	5' - Five			
📋 Background Details			Field is required.			
FBI Demographics	•	Height (Inches)	6" - Six -			
State Identification	*		Field is required.			
🖻 RSA ID		Weight (Pounds)	150 🛛 🕲 🕽			
	-//		Field is required.			
	G	Save				
		_				
		1			Continue to Birth Details ③	
4		ALAE	BAMA STATE DEPARTM	ENT OF EDUCATION		UPDATE

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	*	Birth Details	
- Account type			
Ethnicity/Race	*	Country:	United States of America
Citizenship	*		Field is required.
Phone Numbers	*	State, District, or Territory:	Florida
Email Addresses	*		Field is required.
Home Address	*	Save	
Characteristics	*	<u> </u>	
Birth Details	*		
Background Details	*		
FBI Demographics	*		
State Identification	*		
🖻 RSA ID			
//			

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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	 Background Details 	
Ethnicity/Race	* These data fields are required in order to build a profile with Educator	Certification. It is the individual's
2 Citizenship	responsibility to provide accurate information and to keep all information	tion current.
Phone Numbers	Scenario Educator Certification	
Email Addresses	*	nal Educator Certificate, a Professional Leadership Certificate, Alternative Certificate, Career and Technical Certificate, or an Emergency Certificate. Authority: Ala. Code 16-224-5(d) (1975)
Home Address	•	
Characteristics	Certified or Licensed Applical You already hold a certification	It for Public Employment 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
Birth Details	 schools). 	
📋 Background Details	•	Authority: Ala. Code 16-22A-5(a) and (d) (1975)
FBI Demographics	* O Substitute Teacher Licensure	
State Identification	You are applying for a Substitu	e Teacher Licensure. Authority: Ala. Code 16-224-5(d) (1975)
RSA ID		איז
	You are seeking employment a	d Applicant for Public or Nonpublic Employment 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, us aide, contractor, etc. This includes non-certified and non-licensed applicants for employment at public charter schools. Authority: Ala. Code 16-224-5(a), (a), and (a) (1975)
	School Bus Driver Certification	n
	You are applying for a School E	
		Authority: Ala. Code 16-224-5(a) (1975)
	Educator Preparation Program	n
		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 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 De	epartment of Education (Montgomery, AL)	•
Field is required.		
Have you ever be Yes No Field is required.	en convicted of or entered a plea of no contest to a felony or	misdemeanor other than a minor traffic violation?
		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	*	FBI Demographics				
Ethnicity/Race	*	This information is required by the Alabama Law Enforcer				
2 Citizenship	*	Investigation (FBI) for fingerprinting purposes. The ALSDE every applicant, but we have no control over these requir Information that you have entered in AIM for race and co	ements. Choose the best available option possible.			
Phone Numbers	*	information that you have entered in Alivi for race and co	untry of origin will be preserved separately.			
Email Addresses	*	Race	Black or African American.		•	
Home Address	•		Field is required.			
Characteristics	•	Birthplace	FLORIDA	•		
Birth Details	*		Field is required.			
Background Details	*	Country of Citizenship	UNITED STATES	-		
FBI Demographics	*		Field is required.			
State Identification	*	Save				
						Continue to State Identification ④
©		l				-

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 State Identification / Driver License E thnicity/Race Citizenship Citizenship Finde state 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. E thail Addresses E thail Addresses Characteristics E thails Characteristics Field is required. Field i	//							
Cutimuty/Nace C	Account Type		State Identification / D	river License				
Citizenship • Phone Numbers • Email Addresse • Home Address • Characteristics • Birth Details • Mumber 7894562 Background Details • Expiration Date 10/9/2025 State Identification •	Ethnicity/Race							
India traduited Email Addresses Home Address Characteristics Characteristics Embil Addresses Field is required. Background Details Pald is required. Background Details Expiration Date If Demographics Expiration Date If Sate Identification	2 Citizenship		responsibility to provide accurate info	rmation and to keep all i	nformation current.			
It mail Addresses - It hank Addres	Phone Numbers		Туре	Driver License		•		
Audress State AL Aladama Characteristics • Feld is required. Binh Details • Number Pads Sector • Feld is required. Binh Details • Feld is required. • FBI Demographics • • Expiration Date 10/9/2025 • Feld is required.	Email Addresses			Field is required.				
Characteristics Number 7894562 Image: Construct of the sequence of the	Home Address		State	AL: Alabama		•		
Background Details Background D	Characteristics	*		Field is required.				
FBI Demographics Expiration Date 10/9/2025 Field is required. Continue // // // // // // // // //	Birth Details	*	Number	7894562		8		
State Identification State Identification Cuprovide Continue // // Continue // // Continue Continue Continue Continue Continue Continue Continue Continue Continue Continue Continue Continue Continue Continue Continue Continue Continue Continue Continue Co	Background Details	*		Field is required.				
© Continue	FBI Demographics	*	Expiration Date	10/9/2025		0		
© Continue //	State Identification	*		Field is required.				
	🖻 RSA ID			Save				
	 Continue 			_				
			4					
7 ALABAMA STATE DEPARTMENT OF ED	7			ALAB	AMA STATE DEPA	RTM	ENT OF E	DUCATION





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		to build a profile with Educator Certification. It is the individual's
Citizenship	* responsibility to provide accurate inf	rmation and to keep all information current.
Phone Numbers	•	Do you have a RSA ID? ⊖ Yes ● No
Email Addresses	*	
Home Address	•	
Characteristics		
Birth Details	*	
Background Details	*	
FBI Demographics	*	
State Identification	*	
🖄 RSA ID		
//		

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 •							
	III * New ACE Educator Certification ? *	III [®] New Alabama Joint Purchasing (ALJP) E-Rate ? ☆	III New Alabama K-12 Job Postings Educator Certification ? *	III PNew Child Nutrition Program (CNP) Child Nutrition Programs ?	III PNew Courses Instructional Services ?	III PNew Fieldprint Background Check Educator Certification ? \$		
	III Pupil Transportation Certification Pupil Transportation ?	III New Registered School Information Admin and Financial Support ?						