July 31, 2015

MEMORANDUM

TO: City and County Superintendents

FROM: Thomas R. Bice
State Superintendent of Education

RE: Submission of the FY 2016 Capital Plan

The FY 2016 Capital Plan is due no later than September 21, 2015. It is imperative that your Capital Plan be as accurate as possible to adequately 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 fiscal years 2016 through 2020. Submission directions and reminders are as follows:

- The 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. 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.

If you have questions concerning the Capital Planning Process, contact E. Perry Taylor at (334) 242-9731.

If you have questions about the Capital Planning Application, contact Nancy Dailey at (334) 242-9719.

Thank you.

TRB/EPT/NFD

Attachment

cc: Capital Planners

FY15-3045
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

Username or email: [Blank]

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

4. 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.