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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.

Note about previously used email addresses
You MUST login using the email address you previously used for the Education Directory (this includes EDUCATEAlabama and LEADAlabama).

- If you cannot access email sent to this address, contact your principal or superintendent to have your email address updated. THIS HAS TO BE DONE FIRST. DO NOT PROCEED UNTIL THIS IS CORRECTED.
- If you have already created an account with a different email address, contact the ALSDE Help Desk and provide your old and new email addresses.
CREATING AN ACCOUNT/LOGIN SCREENS

You may access AIM in several ways:

- Go directly to the AIM portal by browsing to https://aim.alsde.edu,
- Access an AIM enabled application and be automatically redirected to AIM portal, or
- Select ALSDE Identity Management (AIM) from the Application Login link on the ALSDE website.

Login screen

Identity Management
In an effort to better serve our customers, the Alabama State Department of Education is in the process of streamlining the way that users access our systems. Eventually, users will need only remember one username and password to access all ALSDE systems. This concept is commonly referred to as “single sign-on”.

Single sign-on
This portal exists to serve as the one-and-only site for you to manage your ALSDE identity. Our ultimate goal is that users access all ALSDE systems using a single set of credentials. This is where you will manage those credentials.

Terms of Service
Login affirms you agree to abide by the ALSDE terms of usage. View the Terms of Usage.
Enter your email address and password, then select **Login** to continue.

If you have an existing Education Directory account, but you have never logged into AIM, enter **password** as your password. See **Login attempt – Must set password**.
Successful login

SUCCESSFUL LOGIN — NO PROBLEMS

Wed, 17 Aug 2016, 10:55 AM

Successful login
This screen will appear when you have not been assigned to any positions in the Education Directory. Your AIM account is completely created, and you are visible to be assigned to a position in the Education Directory.

Contact your principal or superintendent so they can assign you to a position. Then, see *Successful login – no problems.*
SUCCESSFUL LOGIN – NO APPLICATIONS FOR EDUCATION DIRECTORY POSITIONS

It is possible to be assigned to one or more positions in the Education Directory and not have access to any applications on the AIM portal screen. If there is an application you feel you should be able to access, contact your principal or superintendent so they can assign you to the correct position for that application.

The ALSDE help desk is not able to assign school/LEA staff to a position in the Education Directory. This must be done by the appropriate staff at the local level.
Select your username from the upper-right-hand corner of the screen, and then select the menu option **User Profile**. See **User profile screen – View mode**.
Select Edit from the Demographic Details section to supply the missing demographic details. See User profile screen – Edit mode.
Enter your SSN, select your sex, provide your date of birth (in mm/dd/yyyy format), and enter a phone number. Then select Save. See User profile screen – After save.
You should see a message stating your settings have been saved. If you receive any errors, please correct the error and select save again. Once your settings are successfully saved, you should Return to My Applications.
Select your username from the upper-right-hand corner of the screen, and then select the menu option My Applications. See Successful login – no problems.
Login attempt – Must set password

If you have never logged into AIM before and you also had an existing Education Directory account, then you will need to set your password. When trying to login, you will receive the message above. Please check the email account listed and follow the instructions in the email (see Set password email).

IF YOU DO NOT HAVE THE ABILITY TO CHECK THIS EMAIL ACCOUNT, CONTACT YOUR PRINCIPAL OR SUPERINTENDENT TO UPDATE YOUR EMAIL ADDRESS IN THE EDUCATION DIRECTORY. Once your address has been updated, use the new address.
Set Password

This address recently attempted to access an ALSDE web application. There is currently no password associated with this account on the ALSDE AIM web site. Before you can use this account, you must set a password. Please open the link below (or cut and paste into your favorite browser) to confirm your ownership of this email account.

https://aims.alsde.edu/aims/index.aspx?ct=3c9f8820-7a7d-41d0-bb91-5834df78344

Please contact the ALSDE help desk during normal business hours by emailing helpdesk@alsde.edu or by calling 334.353.1250.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

You will receive this email if you need to set your password (the first time you attempt to login, or after an email address change). Open the link provided to set your password. 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 attempt to login again to get a new email.

See Set Password.
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: `:+@!^*?|#$%_`

Select **Set password** to save your password. If your password does not meet all the requirements, you will receive an error message. Once you supply a password that meets all of the requirements, you should see another screen (**Successful login, Security Questions, or Accept Terms**).
If any of your demographic information is missing from the Education Directory, you will receive this screen. Please enter your SSN, sex, DOB, and work phone number, then select Save demographics to continue.
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.

Select a question from each drop-down box and supply an answer to the question. You must remember these answers if you ever need to reset your password in the future.
Select **Save answers** to save your answers. A confirmation screen will appear.

Verify the questions you just selected and the answers you provided. If they are correct, then select **Save answers** to continue; otherwise, select **Edit answers** to select different questions or provide different answers.

See **Accept Terms** or **Successful login**.
Read the restrictions imposed by the AIM system by selecting the link to view restrictions. Check the box to acknowledge you read the restrictions. Read the terms of usage by selecting the link to view terms of usage. Check the box to indicate you have agreed to the terms of usage.

Select **Yes, continue** to save your settings (see **Successful login**). If you do not agree, then select **No, do not continue**. You will be logged out and may not access any AIM-enabled applications.
Forgot password
If you set your password, but can't remember it, select the Forgot password? link from the login screen.

Enter your email address and select Send reset email. You should receive an email with instructions on resetting your password.

IF YOU DO NOT HAVE THE ABILITY TO CHECK THIS EMAIL ACCOUNT, CONTACT YOUR PRINCIPAL OR SUPERINTENDENT TO UPDATE YOUR EMAIL ADDRESS IN THE EDUCATION DIRECTORY. Once your address has been updated, use the new address.
FORGOT PASSWORD — NO SECURITY QUESTIONS

If you have not set your security questions, or if the ALSDE help desk has removed your questions because you could not remember the answers you provided during the account creation process, you will receive an error message.

You must contact the ALSDE help desk to login.
FORGOTTEN PASSWORD — NO ACCOUNT

If you attempt to reset your password, but you do not have an account, you will receive the following error message:

Please select **Cancel**, then choose **Need an account?** from the login screen. See *Create an account*. 
FIND OUT MORE – ANSWE SECURITY QUESTIONS
After opening the link in the email received from the Forgot password screen, you will see the following screen:

Enter the answers to each question. These answers should match the answers initially provided on the Security Questions screen. Select Check Answers to verify you have authority to change the password for this account. See Forgot password – Reset Password.
FORGOT PASSWORD – RESET PASSWORD

Enter a new password and reenter the same password to confirm, then select Reset password. You should be logged in with the new password. You may have an incomplete Education Directory profile, need to Accept Terms, or have a Successful login.

Your new password must meet the requirements listed on Set Password.
Create an account

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.
CREATE AN ACCOUNT — EMAIL RECEIVED

Wed 10/28/2015 12:38 PM
ALSDE AIM - do not reply - <aim@alsde.edu>
[AIM] Create Account Confirmation: anothersample@leaaddress.edu [Development]

To: anothersample@leaaddress.edu

Confirm Account Creation

This address (anothersample@leaaddress.edu) recently requested to create an ALSDE AIM account. If you did not initiate this account creation, please delete and ignore this message.

If you want to create an account, please open the link below (or cut and paste into your favorite browser) to confirm your ownership of this email account.

http://www.alsde.edu/aim/index.aspx?et=a9580e0a-6241-456d-885a-26ecf4007c00

Please contact the ALSDE help desk during normal business hours by emailing helpdesk@alsde.edu or by calling 334.353.1250.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

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.
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 following conditions:

- a number
- an uppercase letter
- a lowercase letter
- a special character: .+!^@*?|#$%-

Select Create account to create your account. Once you successfully enter all required information, you should see the Security Questions screen.
Logout of AIM

Select the user menu (select your email address in the upper-right-hand corner), and then select Logout. The logout confirmation screen is displayed – see Logout of AIM – confirm logout.

LOGOUT OF AIM – CONFIRM LOGOUT

Select Logout of all applications to completely logout of AIM. See Logout of AIM – logout confirmed.
LOGOUT OF AIM – LOGOUT CONFIRMED

This screen will show that you are completely logged out of AIM and must enter your email address and password to log back in to access any application to which you are authorized to access.