Background Check and Fingerprinting Instructions

Items needed to register for fingerprinting

- A computer, tablet, or smartphone with internet access
- A valid email account
- Established AIM account (see step 1)
- ALSDE ID# (see step 1)
- Fee of $46.20 paid by Debit Card, Credit Card, or PayPal Account
- Ability to provide commonly known personal information (SSN, DOB, DL#, Height, Weight, etc.)

Steps to complete the process successfully

Step 1: Create an AIM Account   https://aim.alsde.edu

Step 2: Complete Background Check Registration in AIM

Step 3: Create Fieldprint Account

Step 4: Complete authorization forms, schedule appointment, and fee payment

Step 5: Report for fingerprint appointment
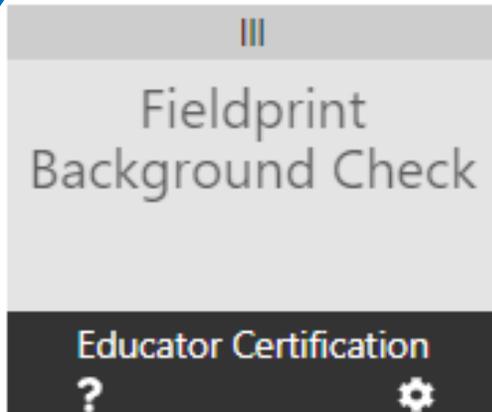
CREATING AN AIM ACCOUNT – STEP 1

ALSDE Identity Management
AIM.ALSDE.EDU/

Log into AIM   Help ⑦

ALSDE ID (or Email address): [   ]
Password: [   ] 👁

[Log in ➡]   Forgot password?

Need an account?

- Go to https://aim.alsde.edu
- Select "Need an account"
- Enter your email address and select "Create Account"
- AIM will send an email to the address provided
- Go to your email and click the link to confirm
- Complete the required information (be sure to follow password requirements)
- Select "Create Account"
- Select security questions and answers
- Select "Save Answers"
- Select checkmark boxes to acknowledge restrictions and agree to the terms of usage
- Select "Yes, continue"
- Enter Demographics information
- Select "Save demographics"
- When AIM registration is complete, you will be taken to your homepage
- Make note of your ALSDE ID#. You will need it to register for fingerprinting

Background Check and Fingerprinting Instructions
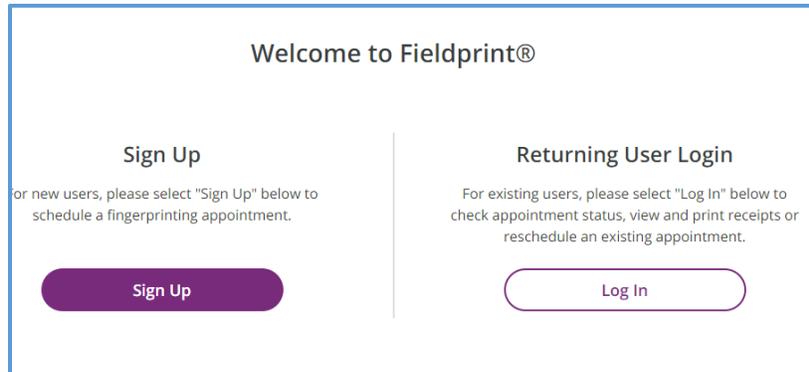
- Select "Fieldprint Background Check"

- Select "Set" under Educator Certification and Criminal History Background Checks
- Answer the questions for
  - Race and Ethnicity (Save and Continue)
  - Citizenship (Save and Continue)
  - Phone Numbers (Save and Continue)
  - Home Address (Save and Continue)
  - Characteristics (Save and Continue)
  - Birth Details (Save and Continue)
- Select the position type for the background check (You are applying for a Substitute Teacher Licensure)
- Select the School System (Athens City Schools)
- Answer questions regarding convictions (Save and Continue)
- Enter State Identification details (Save and Continue)
- Answer question regarding RSA ID
- Select "Finished. Go to Services Portal"

Background Check and Fingerprinting Instructions

CREATE FIELDPRINT ACCOUNT – STEP 3

Welcome to Fieldprint®

Sign Up

For new users, please select "Sign Up" below to schedule a fingerprinting appointment.

[Sign Up]

Returning User Login

For existing users, please select "Log In" below to check appointment status, view and print receipts or reschedule an existing appointment.

[Log In]

- You will need to either Sign Up if it is your first time to schedule fingerprinting with Fieldprint or Log In if you have scheduled with them before
- Select "I Agree" for the Fieldprint Authorization form
- Follow the prompts requesting required information
- You will be transferred to the "verify Account" screen. An 8-digit code will be sent to the email account entered (If you select Alabama State Dept of Ed as agency, you will not need a code)
- DO NOT close the browser while retrieving the 8-digit code from your email
- Enter Verification Code
- Select "Complete Registration"
- You will be returned to the Login screen. Select "Login" to continue with Registration
- Answer the security question (select "Continue")
- Enter ALSDE ID#, Last Name, and DOB (select "Continue")
- Enter Contact Information (select "Continue)

COMPLETE AUTHORIZATION FORMS, SCHEDULE APPOINTMENT, AND FEE PAYMENT – STEP 4

- Review AL DOE Release (Select "I Agree" and Continue)
- Review Fieldprint Biometric Disclosure (Select "I Agree" and Continue)
- Review FBI Noncriminal Justice Privacy Rights Statement (Select "I Acknowledge" and Continue)
- Review the Privacy Act Statement (Select "I Acknowledge" and Continue)
- Search for the Livescan site location nearest you
- Choose a date and time
- Select Payment Type
- Enter Payment Information
- Review appointment details and log out (You will receive an email confirmation)
- Bring your appointment number and two forms of valid identification to your scheduled appointment

Background Check and Fingerprinting Instructions

Local Fingerprinting locations

Pak Mail
1207 East Forrest St. D
Athens, AL 35613
(256) 232-1725

Thornton Mail Stop
7001 Wall Triana HWY, Suite A
Madison, AL 35757

Goin Postal
7169 Highway 72 W
Richland Plaza, Suite A
Madison, AL 35758