

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



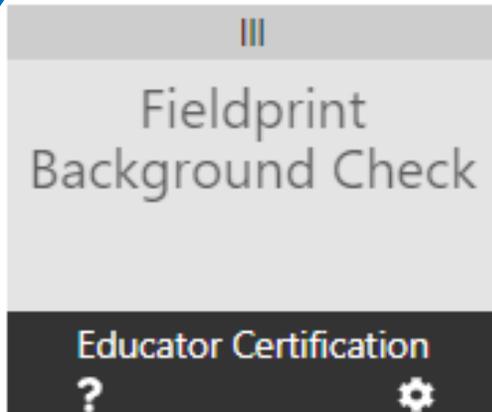
ALSDE Identity Management
AIM.ALSDE.EDU/

A screenshot of the 'Log into AIM' page. It features a header with the ALSDE logo and 'ALSDE Identity Management AIM.ALSDE.EDU/'. The main content area is titled 'Log into AIM' and includes a 'Help' icon. Below the title are two input fields: 'ALSDE ID (or Email address):' and 'Password:'. The password field has an eye icon to toggle visibility. There are three buttons: a blue 'Log in' button with a right arrow, a blue 'Forgot password?' link, and a blue 'Need an account?' link. A large orange arrow points from the 'Need an account?' link towards the left.

- 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

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COMPLETE BACKGROUND CHECK REGISTRATION – STEP 2



- Select “Fieldprint Background Check”

Account Type

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.

Educator Certification and Criminal History Background Checks

Select this option if you:

- are applying for an Alabama certificate, license, or permit,
- are attempting to complete a criminal history background check, or
- are updating personal information with Educator Certification.

Set

Researcher

Select this option if you:

- need access to public data applications, or
- are accessing data through a memorandum of understanding (MOU) with ALSDE.

Set

Public

Select this option if you:

- need access to public data applications.

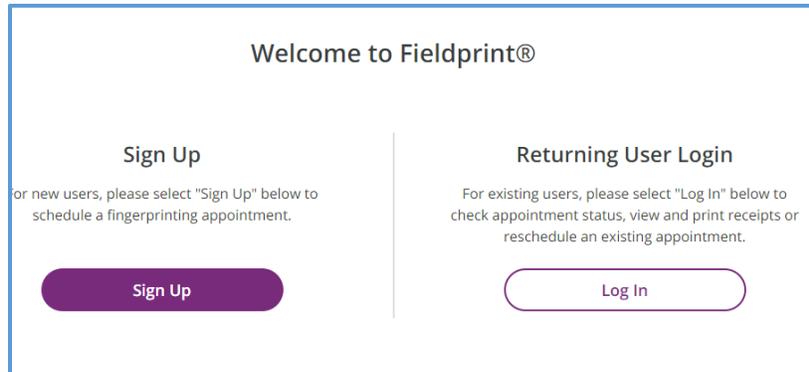
Set

- 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”

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You will be transferred to the Fieldprint Welcome screen

CREATE FIELDPRINT ACCOUNT – STEP 3



The screenshot shows a white rectangular box with a blue border. At the top center, it says "Welcome to Fieldprint®". Below this, there are two columns. The left column is titled "Sign Up" and contains the text "For new users, please select 'Sign Up' below to schedule a fingerprinting appointment." and a purple rounded button labeled "Sign Up". The right column is titled "Returning User Login" and contains the text "For existing users, please select 'Log In' below to check appointment status, view and print receipts or reschedule an existing appointment." and a purple rounded button labeled "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

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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