

Fieldprint® Fingerprinting Instructions

You will need the following to complete the fingerprinting registration process successfully:

- A computer, tablet, or smartphone with internet access
- A valid email account
- Established AIM account
- ALSDE ID# (see below)
- Fee of \$47.95 paid by debit card, credit card, or PayPal Account (Prepaid debit cards or credit cards **are acceptable**)
- Ability to provide your commonly known personal information (SSN, DOB, DL#, Height, Weight, etc.)

Be sure to follow the required sequence below. If you do not, you will not be able to complete the process successfully.

Step 1: Create an AIM Account by visiting the ALSDE Identity Management website at <https://aim.alsde.edu> and select “Need an account?”. Follow the prompts to complete your AIM account. **Note:** Existing AIM users should simply log into AIM by entering your ALSDE ID# or email address and password. After your AIM account is created, you will be taken to their home page. **Note:** Be sure to make note of your ALSDE ID#. This will be needed to complete registration with Fieldprint.

Step 2: Complete the Background Check Registration in AIM by clicking on “Fieldprint Background Check”. Click on the “Set” button under Educator Certification and Criminal History Background Checks. Follow the prompts to complete the Background Check Registration. Once your Fieldprint Background Check Registration is complete you will be taken to their home page.

Step 3: Create a Fieldprint Account. New users will click on “Sign Up” to schedule a fingerprinting appointment. Follow the prompts to complete your Fieldprint Account. Once your Fieldprint Account is created, you will be returned to the Login screen. Select “Log In” to continue.

Step 4: Complete Fieldprint Authorization forms, schedule appointment, and fee payment. Log In to your Fieldprint account. Follow prompts to schedule a fingerprint appointment and send payment for \$47.95. Be sure to select the Alabama State Department of Education as your designated agency for fingerprint submission. **Note:** Email confirmation of the appointment will be sent. The email will include a list of approved forms of identification that must be presented during your fingerprint appointment.

Step 5: Report for fingerprint appointment. Be sure to review what to bring to your appointment as well as procedures for canceling an appointment, if needed. If you decide to reschedule your appointment, return to alabamaacceptance.fieldprint.com and log in as an existing user, and click on the Reschedule button to make a new appointment.

Step 6: After your fingerprints are scanned, your background check results will be available in 2-3 days. Results can be viewed and/or printed on the Alabama State Department of Education Tcert portal: <http://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>

Important Notes

- For questions or problems regarding online registration, call Fieldprint at 1-877-614-4364.
- For questions regarding your results, contact the Alabama State Department of Education, Teacher Education and Certification office at (334) 694-4557.