



Clarke County Board of Education

Background Check Instructions

Step 1: Create an AIM Account

<https://aim.alsde.edu>

Select "Need an account?" and follow prompts to complete your AIM account. Existing AIM users should simply log into AIM by entering their # or email/password.

(New users will get their ALSDE ID# after registration)

Step 2: Complete Background Check Registration in AIM

Select Fieldprint Background Check

Press "Set" button under Educator Certification and Criminal History Background Checks

Enter personal information, Save & Continue

Select type of Background check to complete

Select School System

Complete Background questions, Save & Continue

(You should be immediately transferred to the Fieldprint Welcome Screen)

Step 3: Create Fieldprint Account

Click Sign Up

Agree & Enter personal information

Complete Registration (you will be sent back to Login Screen)

Log in

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

Enter information & Continue through Privacy Forms

Schedule an appointment for fingerprinting at Record & Sound Shop in Jackson, AL

Select Alabama Dept of Education as designated agency for fingerprint submission Payment

Step 5: Report for fingerprint appointment

If you have any questions regarding this process, please contact Vera Chapman at our central office.