**Fingerprinting Process with Fieldprint**

Students in the College of Education must be fingerprinted for a background check by the FBI and the ABI.

**\*\*\*To avoid errors, complete this process from start to finish without interruption.**

**It should take approximately 15-20 minutes. Enter all information carefully and correctly.\*\*\***

1. Create an AIM account. Go to <https://aim.alsde.edu> and select “Need an account?” to begin. (**Make a note of your ALSDE ID#**. This will be needed to complete registration with Fieldprint.)
2. Complete background check registration in AIM.

When AIM account registration is complete, you will be taken to your home page. Select “Fieldprint Background Check” to register for a background check.

(NOTE: For the question about an RSA ID: If you do not have or do not know your RSA ID number, simply select “NO” and “Continue” to complete your AIM registration. You will be immediately transferred to the Fieldprint Welcome screen.)

1. At the Fieldprint “Welcome” screen, login to Fieldprint.

At the bottom of the “Reason” page, you will find the Alabama Department of Education listed. Click the “Continue with this Reason” button to continue to the next step in the registration process. **No Fieldprint Code is required – Leave it blank!**

1. Schedule appointment.

You must schedule an appointment with Fieldprint before visiting a fingerprint location.

1. Submit payment.

$46.20 online (debit card, credit card, or PayPal only).

1. Review appointment details and logout.

You will receive an e-mail confirmation of the appointment. The e-mail will include a list of approved forms of identification that must be presented during your fingerprint appointment. (Original documents are required. Photocopies will not be accepted.) The name provided for the appointment must match both forms of identification, and the date of birth must be on the primary form of ID—and must match exactly. Be sure to review procedures for canceling an appointment, if needed.

1. Results are typically received within 3-5 business days. You will receive an e-mail when the results of your background check are available for review.
2. Provide a copy of your results to Student Services.

Bring a copy of your results to 104 Carmichael Hall or e-mail it to [jachapman1@ua.edu](mailto:jachapman1@ua.edu) to be processed into our system.

*S drive: Fingerprinting Process with Fieldprint 2023*