



*-College of Education-*

## **ALSDE Payment Information**

To make a payment, you must have an AIM account and an ALSDE ID#. The Extended Demographics portion of the AIM account must also be completed.

When attempting to pay, if the last name and ALSDE ID do not match the information in AIM, an error message will be received. Instructions for making appropriate updates should be followed as outlined on the payment screen. If issues continue, the student should take a screenshot of the error message, include a description of the problem, and email the ALSDE Service Desk at [servicedesk@alsde.edu](mailto:servicedesk@alsde.edu). A staff member will be assigned to assist the student.

To log in or create an AIM Account go to [ALSDE Identity Management \(AIM\) « ALSDE \(Alabama State Department of Education\)](#).

### **To CREATE an AIM Account**

- Click the “Need an Account?”
- Complete steps for account creation – [NEED an ACCOUNT](#)
- Locate and complete [Extended Demographics](#)

### **Already HAVE an AIM Account?**

- Log in to your AIM Account
- Once you have logged in to AIM, you will be at the Services Portal **\*Do not click on a tile.\***
- Locate and complete [Extended Demographics](#)