

## CHANGING INFORMATION IN THE EDUCATION DIRECTORY (ED DIR)

1. Go to the Alabama State Department of Education's Home Page ([www.alsde.edu](http://www.alsde.edu)), and click "Application Login" in the upper right hand corner.

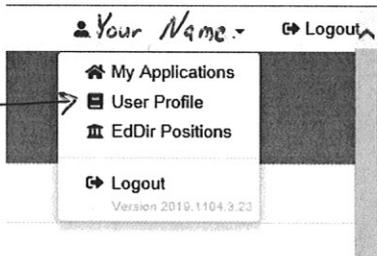


2. On the next screen, click on "ALSDE Identity Management (AIM)."

Please choose the appropriate Portal to access your Application.

Portal	Description
ALSDE Identity Management (AIM)	ALSDE Identity Management is the standard single sign on to applications for authentication/authorization.
CNP Online Application	The Child Nutrition Program (CNP) Online Application is a web based application designed to allow CNP participants to submit their yearly applications for participation and monthly site data sheets to the Department of Education for review and approval. The applications supports the National School Lunch (NSLP), Child and Adult Care (CACFP), Family Day Care Homes (FDCH), Special Milk (SM) and Summer Feeding (SFSP) programs.
CNP Statewide Purchasing and Commodity Ordering	The new SWP and Commodity Ordering System will allow users to place their both their Commodity and SWP orders from the Online Application. The new system utilizes the infrastructure already created in the online application to create a single location for all child nutrition related activities.
TeachinAlabama	TeachinAlabama is the link to the statewide application for Employment in Alabama Public Schools.

3. Click the arrow next to your name in the upper right hand corner, and the following drop down will appear.



4. Click on "User Profile" and four different sections will display. Your "Security Questions" are in the bottom left hand box, and these must be answered to edit your information.

### IMPORTANT NOTES

School Systems are not authorized to change your email address or your social security number.

If you have changed school systems and cannot log on using your old email address, create a new AIM account.

If your demographics match, AIM will change your email address automatically.

*Please contact the Service Desk at 334-694-4777 for assistance.*