

STEP 1:

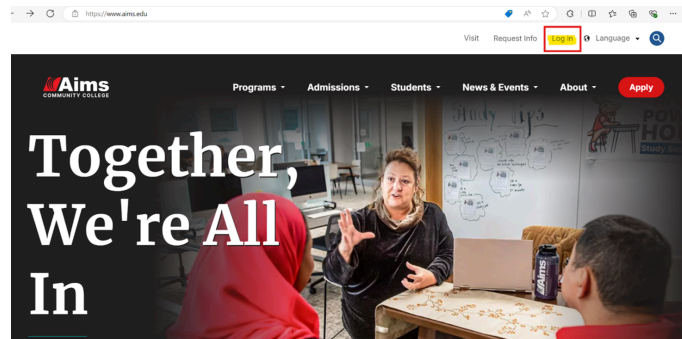
Do you have an AIMS username? The format is usually firstinitial.lastname (Example: k.loyd). Sometimes it will have a number associated or it may be your full firstname.lastname
****Username is NOT the email you used when you filled out the AIMS Application****

If you DO NOT have a username: **Continue to Step 2**

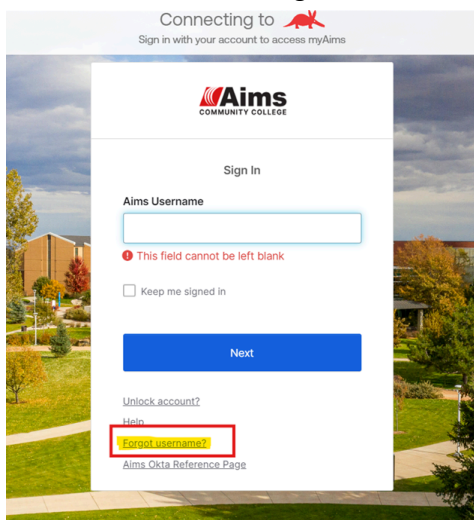
If you DO have a username: **Skip to Step 3**

STEP 2:

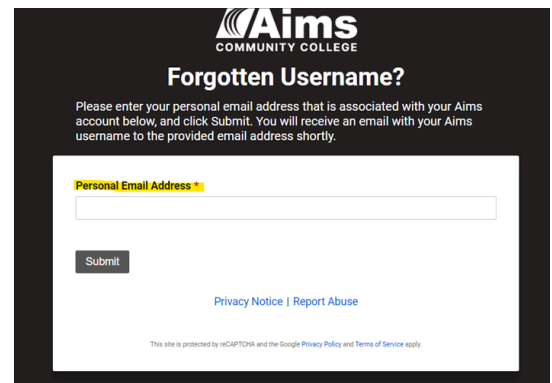
- Go to www.aims.edu and on the top there is a Log-In on top of page (shown in yellow in the picture below). Click the Log in



- When you click the Log in you will get to a new screen that looks like the picture below. Click the “Forgot Username”.



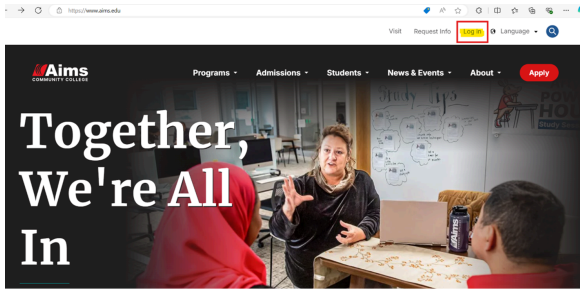
Then you will see a screen like this:



- Here is where you will put in the email address you used when you completed the application for AIMS. We recommended you use a personal email address but some of you may have used your Eaton school email.
- Put in your email and submit. It will send an email from “Okta” which will include what your AIMS Username is. It may take a couple minutes. Check your junk/spam folders-sometimes where the Okta emails end up. **Now go to Step 3.**
- If you get an error code at this step—**Skip to Step 4**

STEP 3:

Go to www.aims.edu and on the top there is a Log-In button on top of the page (shown in yellow in the picture below). Click Log in



Here is the login screen:

Enter your Aims Username—Click Next—Then you will enter your password

Here is the password screen: Enter password (16 digit password you set up during account activation)—then click Verify and it will send you a code to complete 2 factor authentication however you set that up.

WHAT IF YOU FORGOT YOUR PASSWORD OR DON'T KNOW YOUR PASSWORD?

After you enter your username and get to the password screen here is picture where you would click “Forgot Password” underneath the blue Verify button

And then it will take you to a screen where you have a link sent to your email on file or cell phone number on file to reset your password

If you are able to get your username and password all figured out then you can go back to the original login link and get logged into your AIMS account.

Click Link: [Aims Community College - Sign In](#)
And enter in your username and password and complete 2 factor authentication and you are good to go!

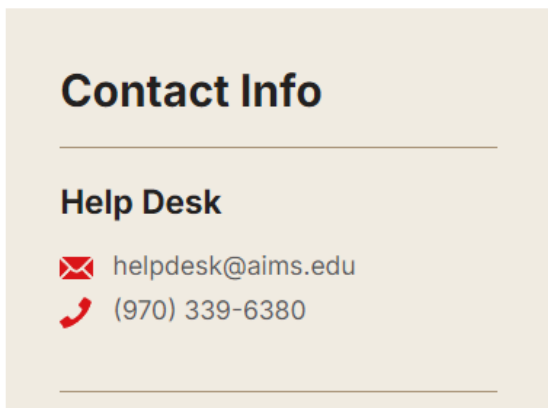
Still can't log in: [Go to Step 4](#)

STEP 4:

If you are not able to complete any of these steps and get error messages at any step—most likely your account never got activated after you completed the admission application and the best contact for any login information is calling the helpdesk.

They are available Mon-Friday 8am -5pm

Calling is the fastest response*



For the automated recording comes on:

Press 1 and then stay on the line for assistance

(Just ignore the automated messages about trying to correct issues online as those were all the steps previously mentioned.)

When a helpdesk employee answers the call tell them:

“Your name and that you are a high school student at Eaton HS and you are having trouble logging into your AIMS Student Account.”

You will have to verify some information for them to access your account and then they will be able to tell you what the problem is and what they are going to do. Majority of the time the issue is they need to send you a reactivation link to your email for you to follow the prompts to get your account up running again. Remember emails from AIMS will come from “Okta” and in some emails they seem to end up in Spam or Trash so if an email doesn’t appear in your inbox check those other locations on your email.

IF YOU NEED ANY ASSISTANCE WITH THIS PROCESS PLEASE REACH OUT TO MRS. LOYD OR YOUR COUNSELOR AND WE ARE MORE THAN HAPPY TO HELP YOU NAVIGATE THIS PROCESS!

Kendra Loyd

Concurrent Enrollment Facilitator

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BrieAnna Stephanus

Counselor for Students Last Name A-L

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Kelly Kochevar

Counselor for Students Last Name M-Z

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****IMPORTANT: Once you figure out your username and password write these down in a safe place; Put it in a note in your phone—as you will need this info every time you need to log into your AIMS student account.**

****AIMS will make you change you password about every 6 months—a little tip is use the same password by change the special character use (!, ?, -, etc). And always remember to update your notes or write down the new password.**