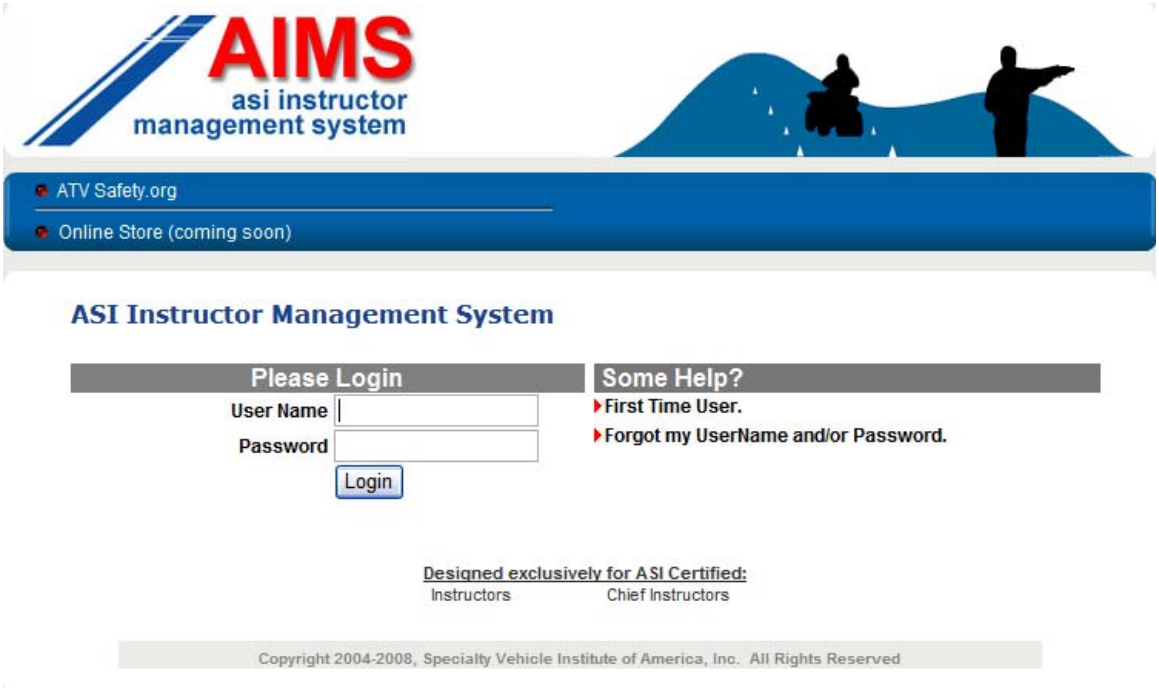
AIMS

To get to AIMS, you click on this link:

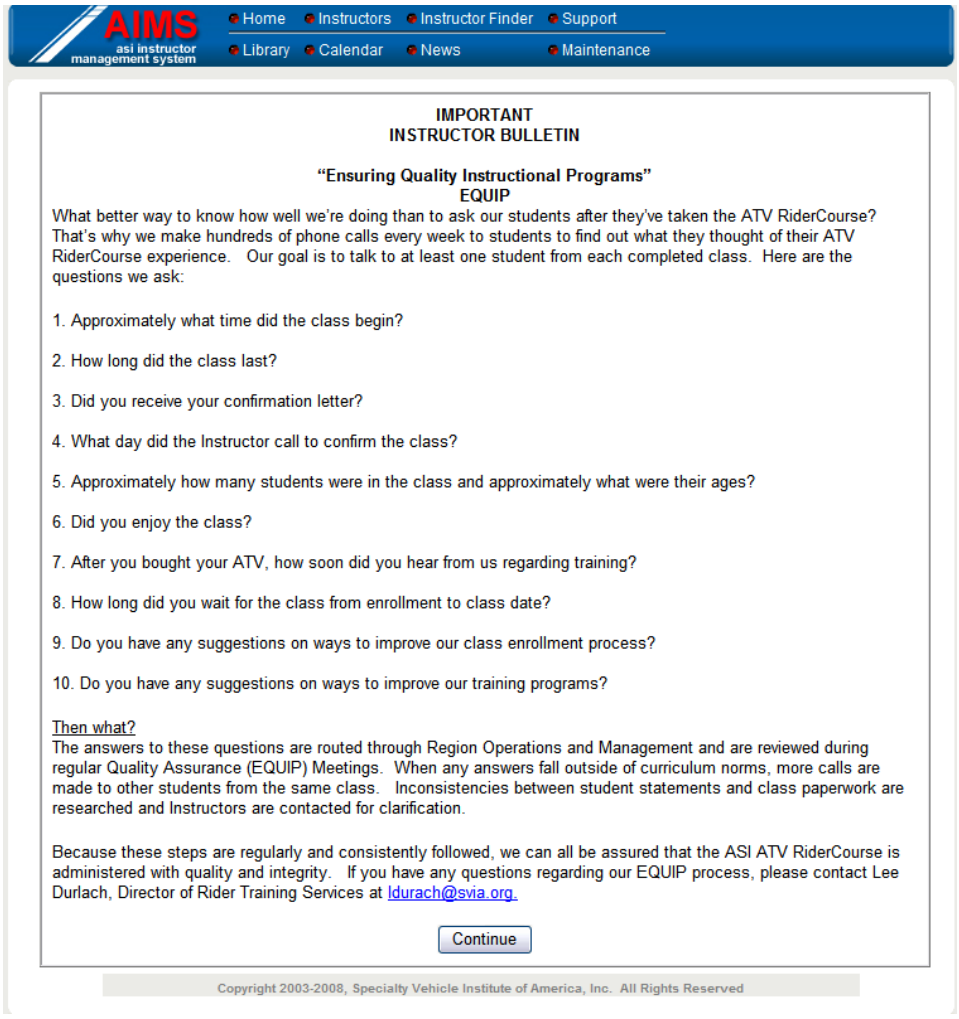
https://online.svia.org/AIMS/login.aspx?ReturnUrl=%2faims%2fdefault.aspx.

Once you are there, you will be at the log-in screen:

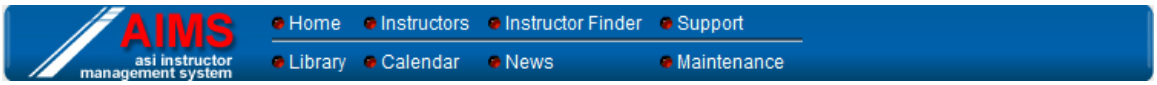


Log in using your log-in name and password. If you are a first time user, your username and password will both be your Instructor ID Number. You will be prompted to change your password after logging in. You username will remain your Instructor ID Number.

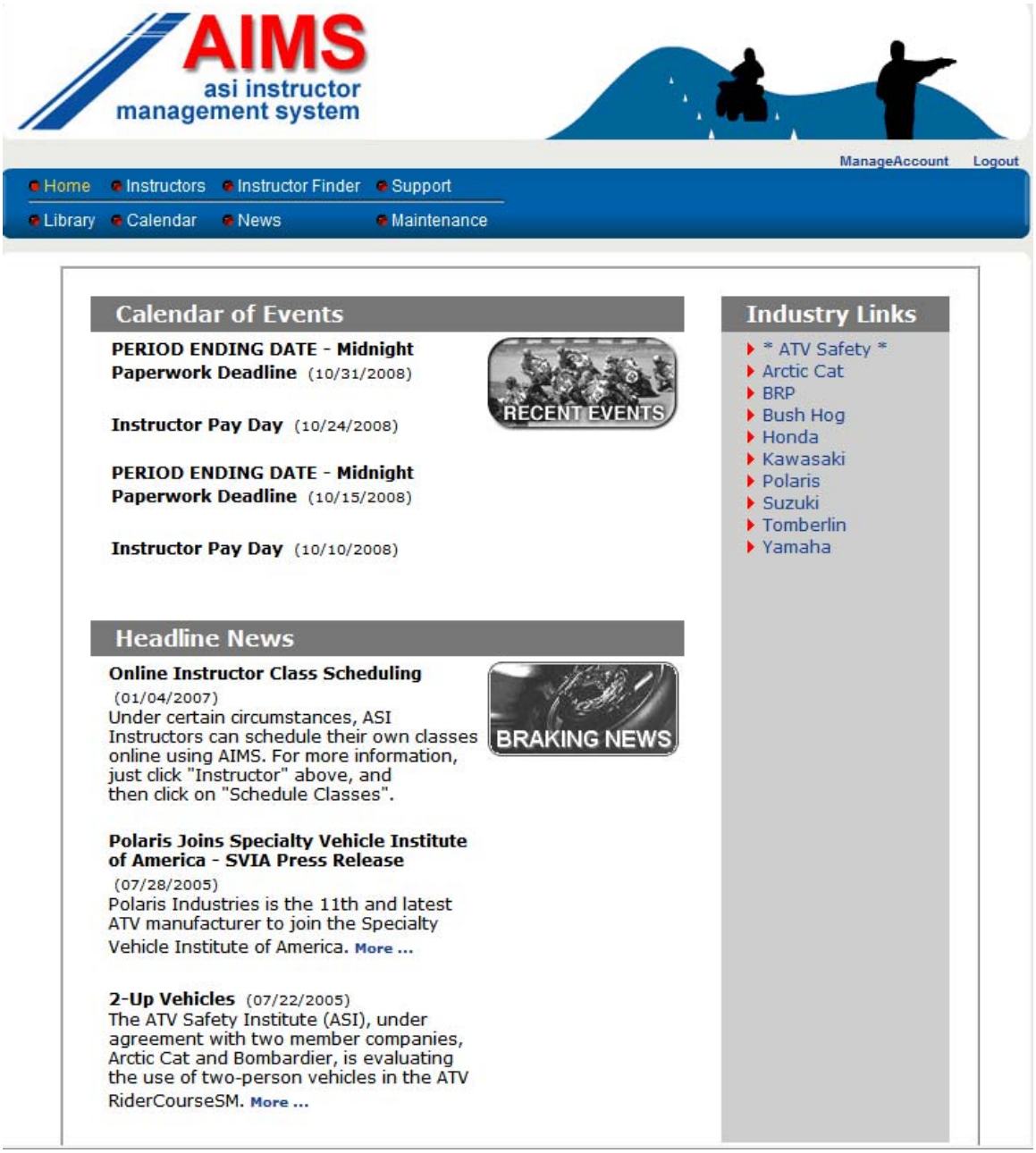
Once logged in, you will be brought to the Instructor Bulletin screen:



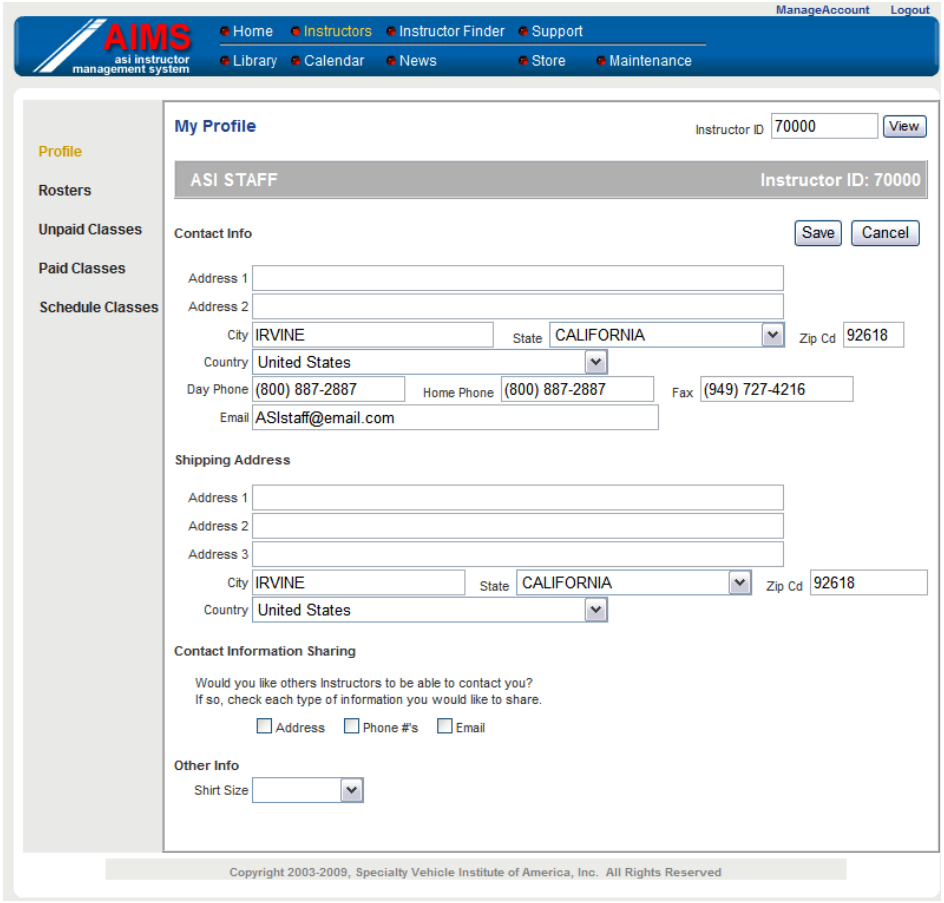
At the top of the screen, you'll see a **blue** menu bar of places to get to in AIMS:



If you click on Home, it will take you to the main page of AIMS:

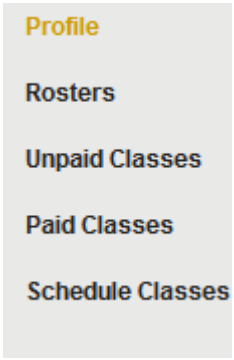


To view and print your rosters, click on and it will take you to this screen:

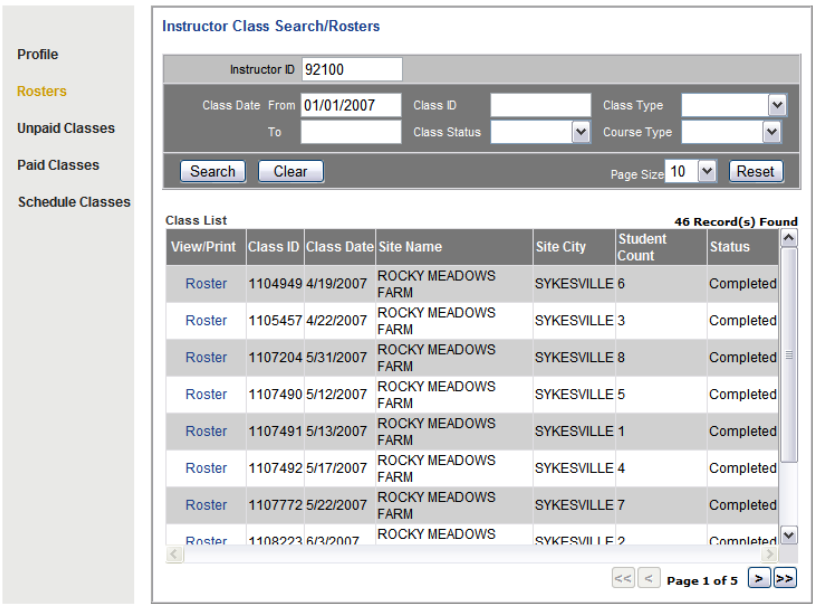


In this screen, which is showing your profile, you can update any of your Instructor information. (Please note that you can only have 1 email address listed in the field).

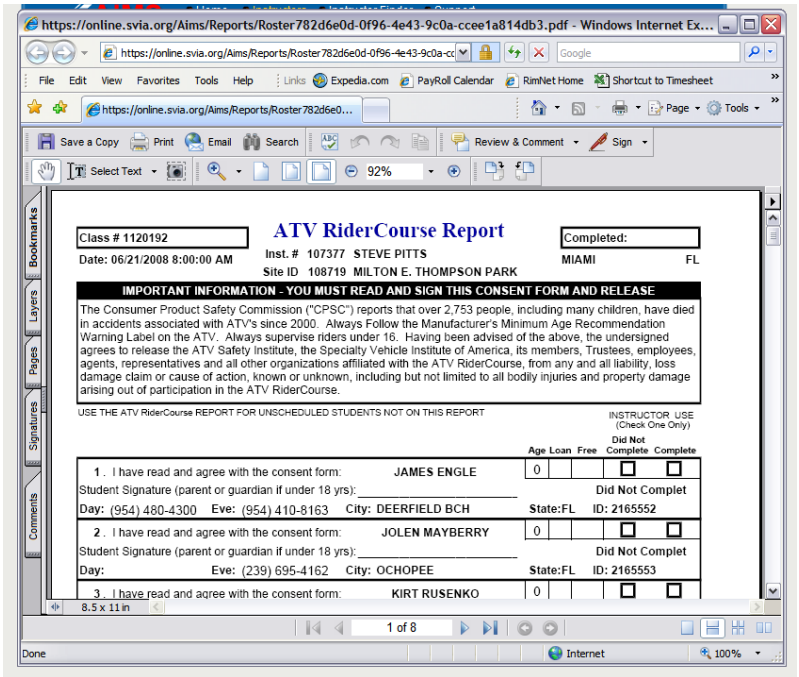
At the left side of the screen, you'll see a vertical menu like this:



Click on “Rosters”, and you’ll see a list of all your classes that are scheduled, completed, and cancelled:

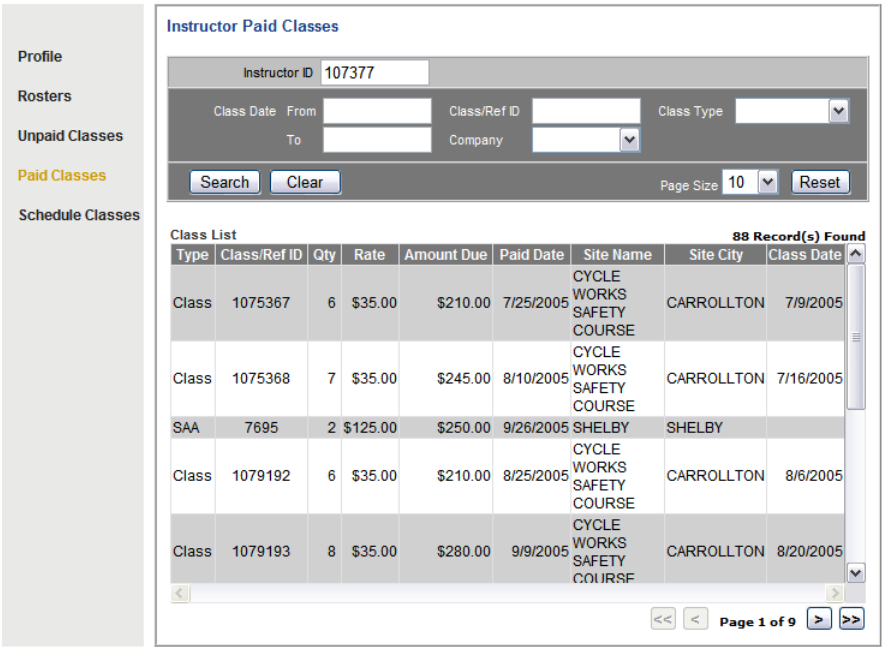


To view and print a roster for a class, click on Roster to the left of the class number. The roster will pull up in a separate browser window like this:

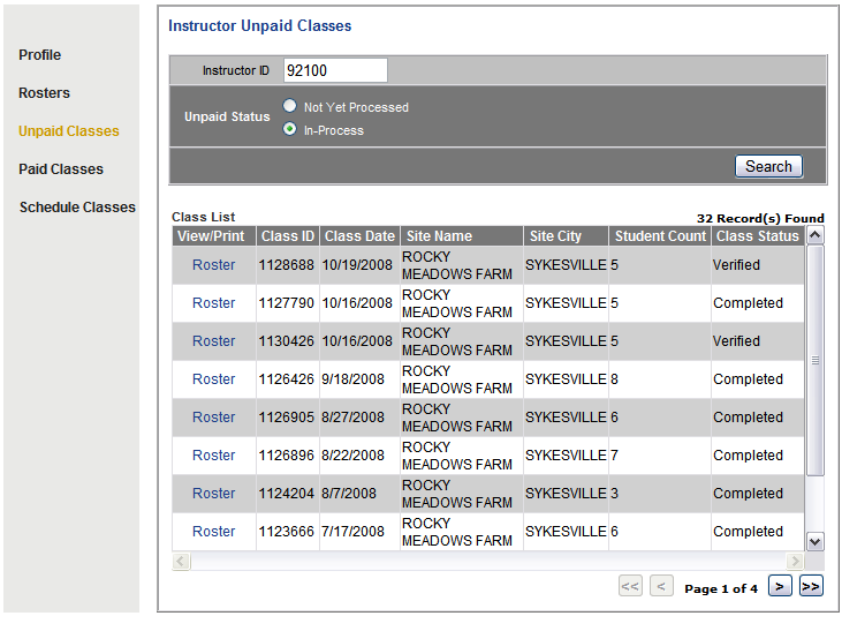


Once you are done with the roster, you can just close the window using the red in the upper right corner of that window.

To view classes that you have been paid for, click on “Paid Classes” and it will show this screen:

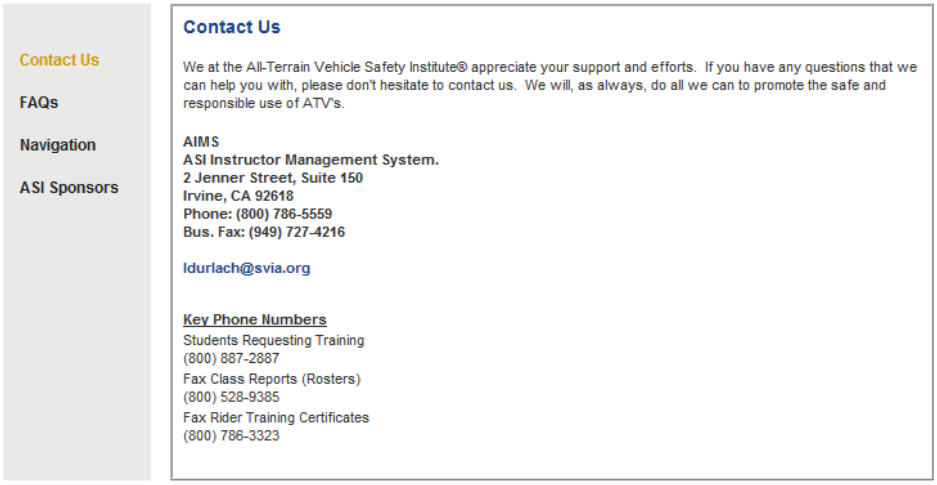


To view classes that you have not yet been paid for, click on “Unpaid Classes” and you will see this:



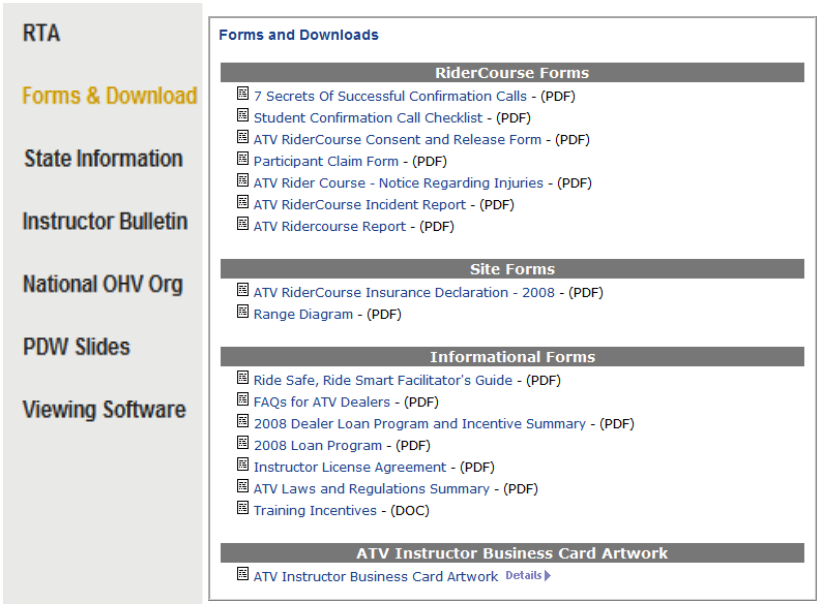
For agency or military Instructors who do not get paid by ASI, your completed rosters will show up in the Unpaid Rosters screen. Click on In Process and you'll see your list of classes that have been completed or are in the process of being completed.

If you need information such as ASI's address or department contact information, click on Support on the blue menu bar up at the top of the page. You will then be brought to this screen:

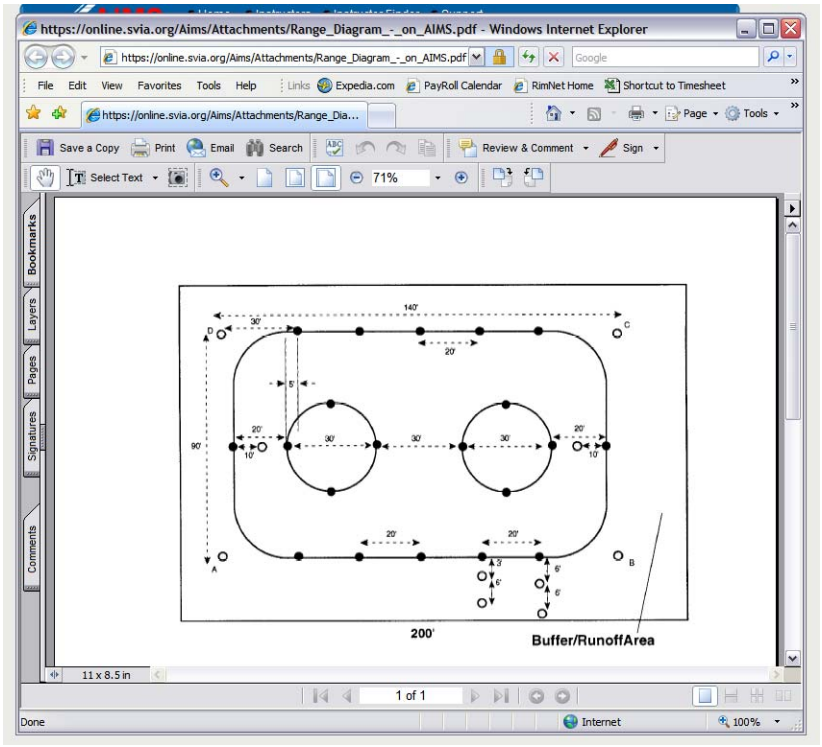


There you can also find information about Frequently Asked Questions, how to navigate through the site, and see who our sponsors are.

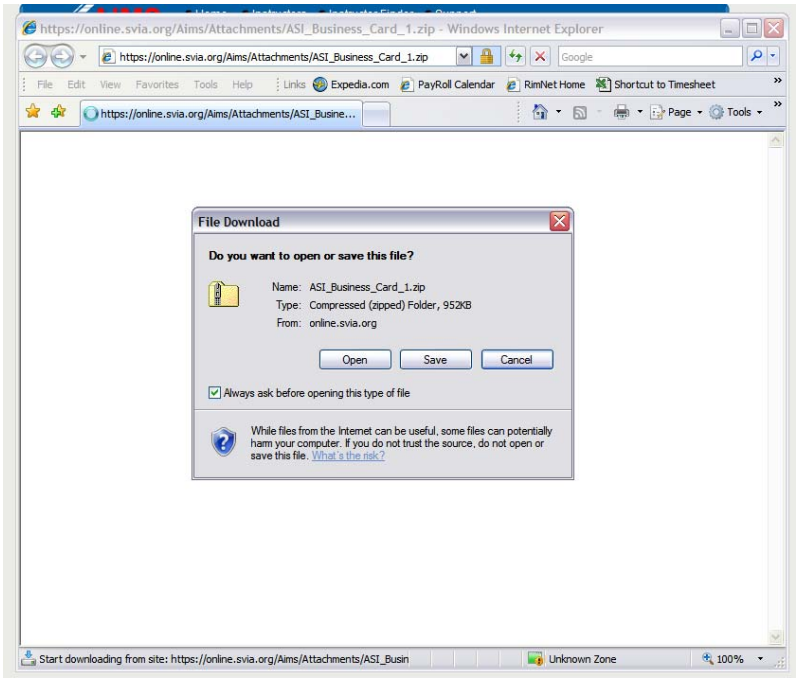
Also conveniently listed on AIMS, are many of the day to day documents that you need as an Instructor. If you go to Library on the menu bar above, you'll be brought to an area that contains documents in mostly PDF format that you can print:



You can choose any one of these links, and it will open up the document in another browser window like this:



Also located in this screen, (Forms & Downloads), is the artwork for your Instructor business cards. When you choose this link, your browser will pull this up:



This document is done in a program called In Design, and will not be able to be opened on your computer. Click on SAVE, and save this to your desktop. Then put the file on a disk to take to your local printer to have the cards made. They will be able to open the file there and make your cards.