AIM Gateway Access

The **AIM Gateway** is a secure site that allows authorized AIM users to easily access the AIM application(s) online. The Gateway is perfect for users looking to access AIM remotely or from any device with an internet connection.

Getting Started:
The AIM Gateway can be accessed directly at: https://gateway-aim.harriscomputer.io/#/

First Time Users
New users who require must first be set up in AIM by a site AIM System Administrator.

Once AIM set up is complete a TeamSupport ticket must be submitted to request Gateway access. Please provide:
First & Last Name
AIM Username
Email Address
Identify if the user requires only eClassManagement

After the new Gateway account is created you will receive their Login to provide to the user along with instructions on creating their private password using the **FORGOT PASSWORD** functionality outlined below.
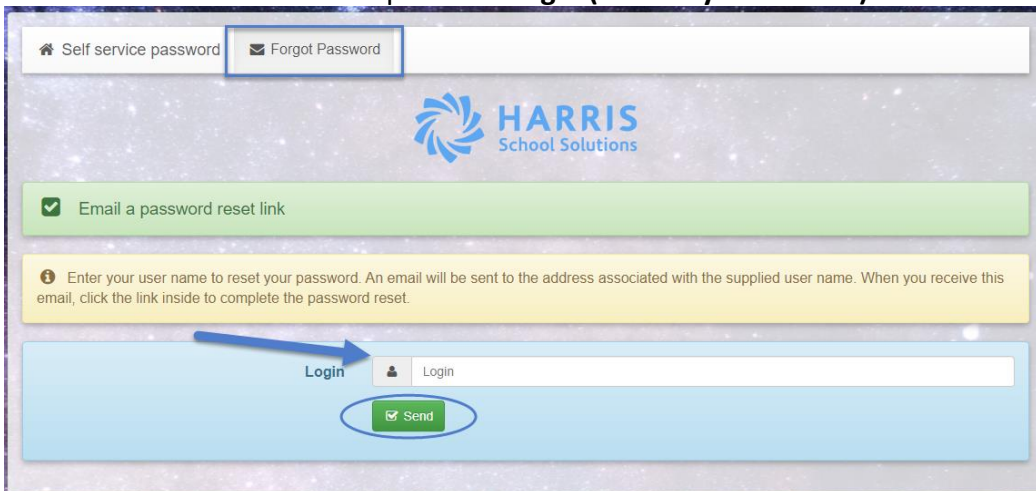
Forgot Password Functionality:
This functionality can be used by first time users to create their private password as well as by users who have forgotten or wish to change their password.

This functionality can be accessed directly, using the following URL:
https://aimssp.harriscomputer.io/?action=sendtoken

On the next screen enter the provided **Login (Gateway Username)** and click the **GREEN** Send button.

The system will then send a link to the email on file to complete the password reset process. Note: the password reset link expires in 1 hour.

Enter the following:
- **NEW password**
- **New password again in the Confirm field**

NEW passwords **MUST** include 3 out of 4 criteria below:
1. Upper Case
2. Lower Case
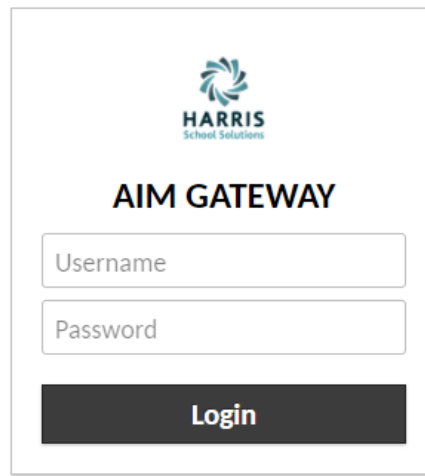3. Number
4. Special Character

Click the **GREEN** Send button once all fields are completed to save your NEW password.

Afterwards, you can log in to the Gateway to access your AIM application by using the direct URL https://gateway-aim.harriscomputer.io/#/.

Signing In:

The following credentials are mandatory for Gateway access. Enter the following:

- • **Username (provided by AIM)**
- • **Password (Secure private password created by user)**
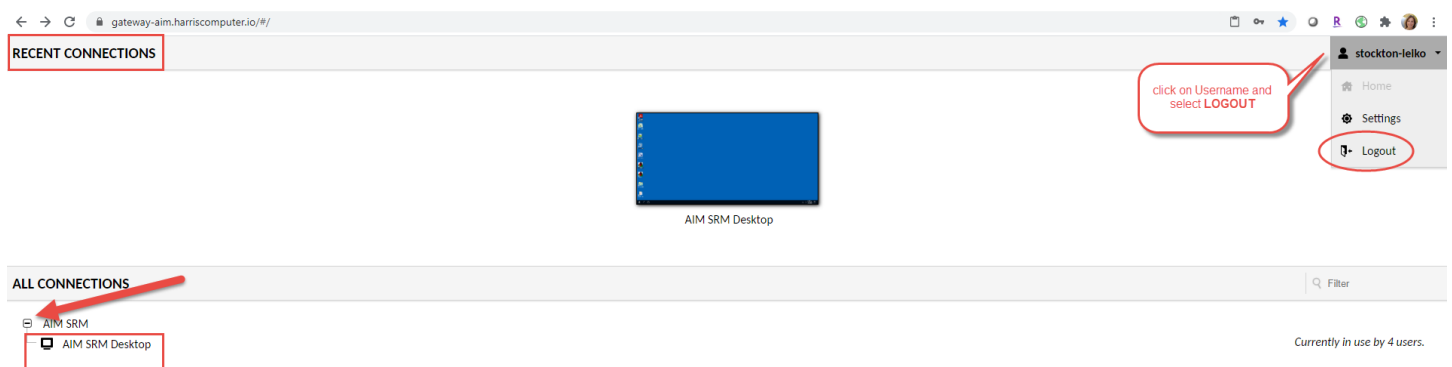- • Select the **Login** button

Once logged in you will have access to the AIM application for which you are an authorized user under **ALL CONNECTIONS**. Click the + to expand and make your selection to access your AIM application, double click to select to open.

You will also be able to access AIM applications under the **RECENT CONNECTIONS** section if you've recently been connected by clicking to open the selection.

Clicking the drop down in the upper right corner under your username, will open the screen to select Settings and the **LOGOUT** button. We recommend logging out after every instance when finished.

Self Service Password Functionality:

Gateway passwords expire every 90 days, users can use the **SELF SERVICE PASSWORD** functionality to create a new password prior to their password expiring.
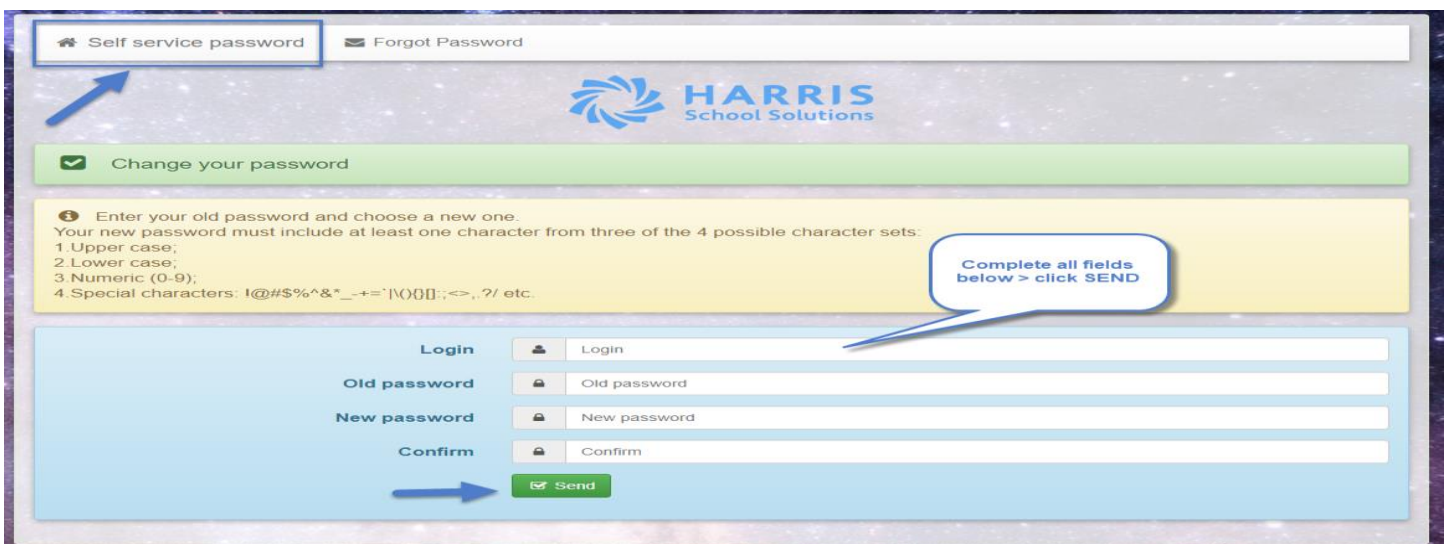
You can access this functionality directly using the following URL:
https://aimssp.harriscomputer.io/index.php.

Complete ALL fields and then click the **GREEN** Send button to save the NEW password.

Afterwards, you can login to the Gateway to access your AIM application by using the direct URL
https://gateway-aim.harriscomputer.io/#/.