

How To Create A New Session In ALTIMS

Learn how to quickly create a new training session within the Alabama Department of Transportation's ALTIMS application. This guide provides the necessary navigation steps to initiate and save your training session efficiently.





1. Navigate to saltims.dot.state.al.us

Upcoming AlabamaTIMS Training Events

[View Course Descriptions](#)

Select County for Training Sessions Near You

Select County ▼

Course	SessionNumber	Start Date/Time	End Date/Time	Facility	Address	Available Seats	Comments	Action
ALTIMS First Responder Fundamentals	ALTIMS-FRF-20260401-ARobinson	Apr 01, 2026 9:00 AM	Apr 02, 2026 5:00 PM	Etowah County EMA	4610 Airport Road Gadsden AL 35904	98	Test 02-18	
ALTIMS First Responder Fundamentals	ALTIMS-FRF-20260401-MStone	Apr 01, 2026 10:00 AM	Apr 03, 2026 12:00 PM	UA Huntsville	5000 Technology Drive Huntsville AL 35802	78	Test 02-18	
ALTIMS First Responder Fundamentals	ALTIMS-FRF-20260402-ABolton	Apr 02, 2026 9:00 AM	Apr 02, 2026 3:30 PM	Huntsville Fire and Rescue Training Academy	6001 Cecil Fain Drive Huntsville AL 35810	550	2-24-2026 Testing Pending	
ALTIMS First Responder Fundamentals	ALTIMS-FRF-20260406-ARobinson	Apr 06, 2026 11:00 AM	Apr 06, 2026 5:00 PM	UA Huntsville	5000 Technology Drive Huntsville AL 35802	799	Test 02-18	
ALTIMS First Responder Fundamentals	ALTIMS-FRF-20260413-ABolton	Apr 13, 2026 8:00 AM	Apr 13, 2026 5:00 PM	Huntsville Public Safety Training Facility	5365 Triana Blvd Huntsville AL 35805	223	2-24-2026 Testing trainer	

2. After logging in, click the "Operations" tab.



Upcoming AlabamaTIMS Training Events

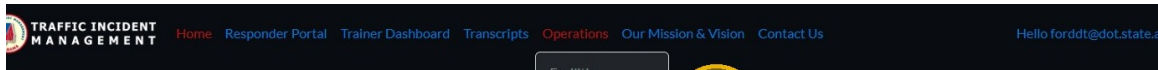
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3. Under the Operations tab, click the "Create Session" link that is displayed next to 'Sessions'.



Upcoming AlabamaTIMS Training Events

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Select County for Training Sessions Near You

Select County

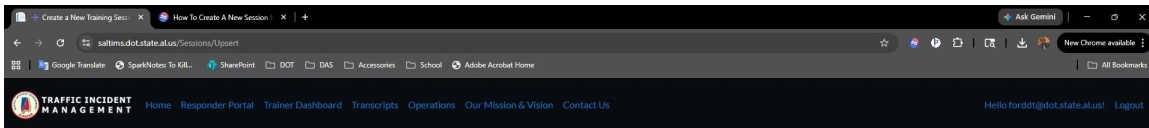
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4. On the 'Create a New Training Session' page, complete the form displayed and click "Save Session" to successfully create and save your session.

The screenshot shows the 'Create a New Training Session' form. The form includes the following fields and controls:

- Session No. * (text input)
- Session Status * (dropdown menu, 'Select Session Status')
- Course * (dropdown menu, 'Select Course')
- Start Date * (calendar icon, '03/26/2026')
- Start Time * (clock icon, '02:51 PM', 'Selected: 2:51 PM')
- End Date * (calendar icon, '03/26/2026')
- End Time * (clock icon, '02:51 PM', 'Selected: 2:51 PM')
- Duration Unit * (dropdown menu, 'Select Duration Unit')
- Training Facility * (dropdown menu, 'Select Training Facility')
- Minimum Student Capacity * (text input, '0')
- Maximum Student Capacity * (text input, '0')
- Trainer * (dropdown menu, 'Select Trainer')
- Comments * (text area)
- Back to List (button)
- Save Session (button, highlighted with a yellow circle)

*****All necessary fields must be completed before saving the session, or you will receive validation errors similar to those displayed below. *****



The screenshot shows the 'Create a New Training Session' form with validation error messages. The form includes the following fields and controls:

- Session No. * (text input)
- Session Status * (dropdown menu, 'Select Session Status')
- Course * (dropdown menu, 'Select Course')
- Start Date * (calendar icon, '03/26/2026')
- Start Time * (clock icon, '02:51 PM', 'Selected: 2:51 PM')
- End Date * (calendar icon, '03/26/2026')
- End Time * (clock icon, '02:51 PM', 'Selected: 2:51 PM')
- Duration Unit * (dropdown menu, 'Select Duration Unit')
- Training Facility * (dropdown menu, 'Select Training Facility')
- Minimum Student Capacity * (text input, '0', error: 'Please enter a value greater than or equal to 1.')
- Maximum Student Capacity * (text input, '0', error: 'Please enter a value greater than or equal to 1.')
- Trainer * (dropdown menu, 'Select Trainer')
- Comments * (text area)
- Back to List (button)
- Save Session (button)