GET CONNECTED





Set Up Your ACC Student Account

Setting up your ACC student account allows you to use the following:

- Self-Service: This is used for online registration, class schedule, grades, transcripts, financial aid information, payments, etc.
- Email: Your ACC email account is the official online communication tool used by ACC.
- **Moodle**: This is the platform used for online and web supported classes.

How to Set Up Your ACC Student Account

NOTE: You need your **7-digit ACC student ID number**, which is located on your ACC welcome letter and introductory email.

- 1. Go to <u>https://guardian.alamancecc.edu</u> and follow the prompts for the Alamance Community College Password Portal to create your **Password**.
- 2. Write down your **Password**. Keep it in a safe place for future reference.
- 3. Passwords will expire every 90 days. Password expiration messages will be sent ONLY to your ACC email accounts.
- 4. Your ACC student account setup is now complete and you are ready to access: Self-Service, ACC Email, and Moodle.

How to Access Your ACC Student Account

Self-Service

- 1. Go to <u>https://www.alamancecc.edu</u> and click **Quicklinks** at the top of the screen and then **Self-Service**.
- 2. Click the Log In tab.
- 3. Enter your User ID/Username (Ex: jfsmith123) and your Password.
- 4. Click Submit.
- 5. Once you are logged in, click the **Students** tab on the right to access your student information.

ACC Email

- 1. Go to https://www.alamancecc.edu and click Quicklinks at the top of the screen and then EMAIL.
- 2. Click ACCess (Google Apps).
- 3. Click the correct account tab. Or, if you are prompted to enter your Username, then you must enter your <u>full</u> email address (Ex: <u>jfsmith123@access.alamancecc.edu</u>). If you do not see this prompt, continue to Step 5.
- 4. Enter your **Password**.
- 5. Click Sign In.

Moodle (for online and web supported classes)

- 1. Go to https://www.alamancecc.edu and click Quicklinks at the top of the screen and then MOODLE.
- 2. Click Log In on the right.
- 3. Enter your User ID/Username (Ex: jfsmith123) and your Password.
- 4. Click Log In.

Forgot Your Password? If you forget your password, go to <u>https://guardian.alamancecc.edu.</u> Follow the online instructions to change your password. This will change your password for: Self-Service, ACC Email, and Moodle.

Forgot Your User ID/Username or 7-Digit Student ID#? Go to the **Quicklinks** tab on ACC's homepage click Password Reset. Follow the prompts and click submit. The next screen displays your User ID/Username. From here, if you click the 'back arrow' to the left of the web address bar, the next screen will also provide your ACC Student ID#.