GET CONNECTED

HOW TO SET UP YOUR ACC STUDENT ACCOUNT

Setting up your ACC student account allows you to use the following:
- **Self-Service:** Online registration, class schedule, grades, transcripts, financial aid information, payments
- **Email:** Your ACC email account is the official online communication tool used by ACC
- **Moodle:** Online learning platform used in most classes

SETTING UP YOUR ACC STUDENT ACCOUNT

NOTE: You need your 7-digit ACC student ID number and Username, which is located at the bottom of your ACC welcome letter and email.

1. *G*o to https://www.alamancecc.edu/campus-it/passwords.php and follow the prompts to create your Password.
2. Write down your Password. Keep it in a safe place for future reference.
3. Your ACCess setup is now complete and you are ready to access your ACCess Apps: ACCess Email, and Moodle.

HOW TO ACCESS YOUR ACC STUDENT ACCOUNTS

SELF-SERVICE
1. Go to https://www.alamancecc.edu and click the "Login" tab at the top of the screen. Click Self-Service.
2. Click the Log In tab
3. Enter your ACCess User ID/Username (Ex: jfsmith123) and your ACCess Password.
4. Click Submit

ACC EMAIL
1. Go to https://www.alamancecc.edu and click "Login" at the top of the screen and then "ACC 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 full email address (Ex: jfsmith123@access.alamancecc.edu). If you do not see this prompt, continue to Step 5.
4. Enter your Password
5. Click Sign In

MOODLE
1. Go to https://www.alamancecc.edu and click "Login" at the top of the screen and then Moodle
2. Enter your User ID/Username (Ex: jfsmith123) and your Password
3. Click Log In
4. If you are a new student, you should explore the "Moodle Orientation Course for Students" link

If you have any issues setting up your accounts, contact Distance Learning Center
distancelearning@alamancecc.edu or 336-290-0555

Forgot your password? If you forget your password, go to https://reset.alamancecc.edu/PasswordReset/Reset,
Follow the online instructions to change your password. This will change your password for all three ACCess Apps: Self Service, ACCess Email, and Moodle.
Forgot your ACCess User ID/Username or 7-Digit Student ID#? Go to the Self Service homepage and in the top right-hand corner you will see your User ID. If you click the User ID, you can choose User Profile. Here you can view your student ID number, address, phone number, birthdate, and email on file.

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