



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. Go 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. *Passwords expire every 90 days!*
3. Your ACC setup is now complete and you are ready to access your ACC accounts: ACC Email, Self Service, Moodle, and Watermark.

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 ACC Username (Ex: jfsmith123) and your ACC 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. Enter your Username. The last part of your email address (@access.alamancecc.edu) should already be part of the login field. Click Next.
3. Enter your Password
4. Click Sign In
5. If prompted to set up two-factor authentication, complete that process.

MOODLE

1. Go to <https://www.alamancecc.edu> and click "Login" at the top of the screen and then Moodle
2. Follow the instructions on the screen to login with your Microsoft account.

**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, ACC 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.

