

GET CONNECTED



Set Up Your ACCESS Account

Setting up your ACCESS account allows you to use the following ACCESS Apps:

- **WebAdvisor:** online registration, class schedule, grades, transcripts, financial aid information
- **Email:** ACCESS is the official online communication tool used by ACC
- **Moodle:** used for online classes

How to Set Up an ACCESS Account

NOTE: You need your 7-digit ACC Student ID Number, which is located at the bottom of your ACC Welcome letter.

1. Go to <https://guardian.alamancecc.edu> 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. ACCESS passwords will expire every 90 days. Password expiration messages will be sent **ONLY** to your ACCESS email accounts.
4. Your ACCESS setup is now complete and you are ready to access your ACCESS Apps: WebAdvisor, ACCESS Email, and Moodle.

How to Access Your ACCESS Apps

WebAdvisor

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

ACCESS 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 full email address (Ex: jfsmith123@access.alamancecc.edu). If you do not see this prompt, continue to Step 5.
4. Enter your **ACCESS Password**.
5. Click **Sign In**.

Moodle (for online classes only)

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 **ACCESS User ID/Username** (Ex: jfsmith123) and your **ACCESS Password**.
4. Click **Log In**.

Forgot Your Password? If you forget your Password, go to <https://guardian.alamancecc.edu>, or go to the **WebAdvisor** homepage and click the **Forgot My Password** link. **Follow the online instructions to change your Password.** This will change your Password for all three ACCESS Apps: WebAdvisor, ACCESS Email, and Moodle.

Forgot Your ACCESS User ID/Username or 7-Digit Student ID#? Go to the **WebAdvisor** homepage and in the bottom right-hand corner, click **What's My User ID?** Follow the prompts and click Submit. The next screen displays your ACCESS 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#.