**Get Connected**  
Set Up Your “My ACCess” Account

Setting up your “My ACCess” account gives you access to:

- **WebAdvisor**  (online registration, student schedule, grades, transcript, financial aid)
- **Email**  (My ACCess is the official online communication tool used by ACC)
- **Moodle**  (used for online classes)

(NOTE: Once you activate your “My ACCess” account, your logins and passwords will be **synchronized** for each of these three tools.)

**How Do I Activate my Access Account?**

NOTE: You will need your 7-digit student ID number to activate your account (located at the bottom of your welcome letter).

2. Click on the “ACCess Email, Docs & More” tab.
3. Click on “Setup Access Account” (under the Account Activation section).
4. Complete the following fields:
   - Personal Information *(your ACCess ID is your 7-digit student number)*
   - Password *(create your password)*
   - Security question
   - Click “Submit.”
5. **Write down your ACCess user ID.** This is sometimes referred to as your username. This will be your first and middle initial, last name, and last three digits of your student ID number. (Ex: jsmith123)
6. **Write down your password.** Password must be at least 6 characters, no more that 12 characters, and must include at least one upper case letter, one lower case letter, and 2 numeric digits. Your password cannot contain your username, first or last name.
7. **Print your Overview (will list ACCess ID, User ID, Email address)**  
   After “Submit” login into your account using your User ID and password. Click on login. Print info sheet and write your password on your sheet and keep with important papers for reference.

Your “My Access” setup is complete and you are now ready to access your WebAdvisor, Access Email, and Moodle accounts.
Accessing WebAdvisor

1. Go to ACC’s homepage and click on the “WebAdvisor” tab.
2. Click the “Log In” tab at the top of the page.
3. Enter your ACCess user ID/username (Ex: jfsmith123) and the password you created in the steps above.
4. Click “Submit.”
5. Once you are logged in, click the “Students” tab on the right to access your student information.

Accessing ACCess Email

1. Go to ACC’s homepage and click on the “ACCess Email, Docs & More” tab.
2. Click the “Sign In” link by the red envelope.
3. Enter your ACCess user ID/username (Ex: jfsmith123) and the password you created in the steps above.
4. Click “Sign In.”

Accessing Moodle (for online classes only)

1. Go to ACC’s homepage and click on the “ACCess Email, Docs & More” tab.
2. Click the “Moodle” link at the top of the page (located above the ACC logo).
3. Enter your ACCess user ID/username (Ex: jfsmith123) and the password you created in the steps above.
4. Click “Login.”

Forgot Your Password?

If you forget your password, you may go to https://my.alamancecc.edu/#changepass 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 WebAdvisor, ACCess Email, and Moodle.