

How do I  
find....?



# •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).

1. Go to <http://www.alamancecc.edu> (ACC’s homepage).
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: jfsmith123)
6. **Write down your password.** Password must be at least 6 characters, no more than 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.