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 “WebAdvisor” tab.
3. Click on “My ACCess”.
   - **OR**
5. Click on the “Email – Setup Your My ACCess Account” tab.
6. Click on “More”
7. Complete the following fields:
   - Personal Information (*your ACCess ID is your 7-digit student number*)
   - Password (create your password)
   - Security question
   - Click “Submit.”
8. **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)
9. **Write down your password.** Password must be 8-12 total characters, and must include 6 ALPHA characters, at least one upper case letter, one lower case letter, and 2 numeric digits. *Your password cannot contain your username, first or last name.*
10. **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 steps number 8 & 9 on the previous page.
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 “Email” tab
2. Click on the “ACCess (Google Apps)” link
3. Enter your ACCess user ID/username (Ex: jfsmith123) and the password you created in steps number 8 & 9 on the previous page.
4. Click “Sign In”

Accessing Moodle (for online classes only)

1. Click the “Moodle” link at the top of the page (located across from the ACC logo).
2. Click “Login” in the top right hand corner
3. Enter your ACCess user ID/username (Ex: jfsmith123) and your password you created in steps number 8 & 9 on the previous page.
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.