

# GET CONNECTED



## Set Up Your ACC Student Account

Setting up your ACC student account allows you to use the following:

- **Self-Service:** This is used for online registration, class schedule, grades, transcripts, financial aid information, payments, etc.
- **Email:** Your ACC email account is the official online communication tool used by ACC.
- **Moodle:** This is the platform used for online and web supported classes.

### How to Set Up Your ACC Student Account

**NOTE:** You need your **7-digit ACC student ID number**, which is located on your ACC welcome letter and introductory email.

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. Passwords will expire every 90 days. Password expiration messages will be sent **ONLY** to your ACC email accounts.
4. Your ACC student account setup is now complete and you are ready to access: Self-Service, ACC Email, and Moodle.

### How to Access Your ACC Student Account

#### **Self-Service**

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

#### **ACC 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](mailto:jfsmith123@access.alamancecc.edu)). If you do not see this prompt, continue to Step 5.
4. Enter your **Password**.
5. Click **Sign In**.

#### **Moodle (for online and web supported classes)**

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

**Forgot Your Password?** If you forget your password, go to <https://guardian.alamancecc.edu>. Follow the online instructions to change your password. This will change your password for: Self-Service, ACC Email, and Moodle.

**Forgot Your User ID/Username or 7-Digit Student ID#?** Go to the **Quicklinks** tab on ACC's homepage click Password Reset. Follow the prompts and click submit. The next screen displays your 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#.