How to Log on to ACES to view Student's Account

- 1. Access: <u>www.alamo.edu</u>
- 2. Click on ACES.
- 3. Enter User Name and Password and click Login. (User name and password will be provided through the email sent to your personal email account welcoming you to San Antonio College) *If you have misplaced the email, follow the steps listed below.*
- 4. If you do not know your User Name or Password, complete the following steps.
 - a. Select the How do I get a user name and password link.
 - b. Enter Last Name and last 4 digits of your SSN and click Submit.
 - i. Your User Name and default Password will be provided.
 - ii. Default Password first two characters in uppercase of your last name and birthday in MMDDYY format.
 - iii. Write down your User Name.
 - iv. Exit and return to www.alamo.edu
 - v. Enter User Name and default Password.
 - vi. Create new permanent password, Confirm password, Save Changes.
 - vii. Create security question and answer. Click Submit Setup.
 - viii. Continue
- 5. Select the Student Tab.
- 6. Select the Welcome to Web Services link.
- 7. Select the Student and Financial Aid link.
- 8. Select the Student Records link
- 9. Select the action being requested: Final Grades, Request a Transcript or view your unofficial transcript under Academic Transcript

If you are having difficulty logging on, please call:

- Tamara Anderson in the SAC Dual Credit office at 486-0897
- Laura Flores in the SPC Dual Credit office at 486-2190
- Rose Davis in the PAC Dual Credit office at 486-3187