

# READY FOR AUSTIN COMMUNITY COLLEGE?

## I ALREADY APPLIED, NOW WHAT??

[HTTP://WWW.AUSTINCC.EDU/APPLY-AND-REGISTER/ENROLLMENT-STEPS](http://www.austincc.edu/apply-and-register/enrollment-steps)



### Activate ACC Accounts

|                                   |   |
|-----------------------------------|---|
| <b>Admission Steps</b>            | You will use online tools to register for classes, access your college records, and communicate with ACC faculty and staff. |
| First Step Information            |   |
| Begin Application                 |   |
| <b>Activate ACC Accounts</b>      | Allow up to 24 hours after submitting your admissions application before you activate your ACC online tools.                |
| Residency Information             |   |
| Transcript Information            |   |
| TSI Information                   |   |
| Meningitis Requirements           |   |
| Area of Study Information Session |   |
| Student ID Card                   |   |
| Textbooks and Supplies            |   |
| Parking Permits & Transportation  |   |

**Step 1: ACCeID**  
Find and activate your ACCeID. You use your ACCeID to access ACC's Online Services and on-campus services.

**Step 2: ACCmail**  
Set up your ACCmail account using your ACCeID and password. Remember to check ACCmail regularly for important notices.

### STEP 1

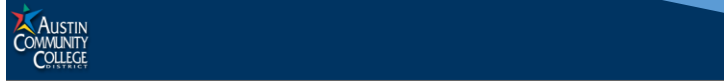
Need money for college?? Apply for FAFSA! [WWW.FAFSA.GOV](http://www.fafsa.gov). Everyone qualifies for financial aid!

### STEP 2

Do you need to take the TSI test?? Visit the College and Career Center to find out and to sign up for testing if needed!

### STEP 3

Activate your ACCeID and set up your ACC mail.



### ACCeID Manager

Welcome to the ACCeID Manager System. To find your new UserID please fill out the required fields and click **Lookup**.

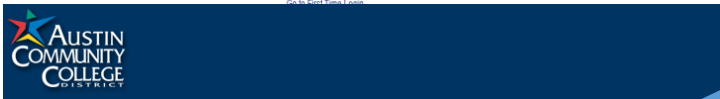
Last 4 digits of SSN  Or 7 digit ACC ID

And Official Lastname

And Birthdate: Month 06 Day 15 Year 1997

**Lookup**

You will need to put in your social security number, last name, and birthdate. Click on "Look up" and your ACCeID will show up. Once it shows up, you will need to click on "First Time Login" to create a password and create security questions (in case you forget your password)



### ACCeID Search Results:

Hello Your ACCeID is:

Use the ID we found to login to ACCeID manager using the appropriate link below:

ACCeID First Time Login  
ACCeID Account Management Login

**Go to First Time Login**

Go to ACCeID Account Management Login

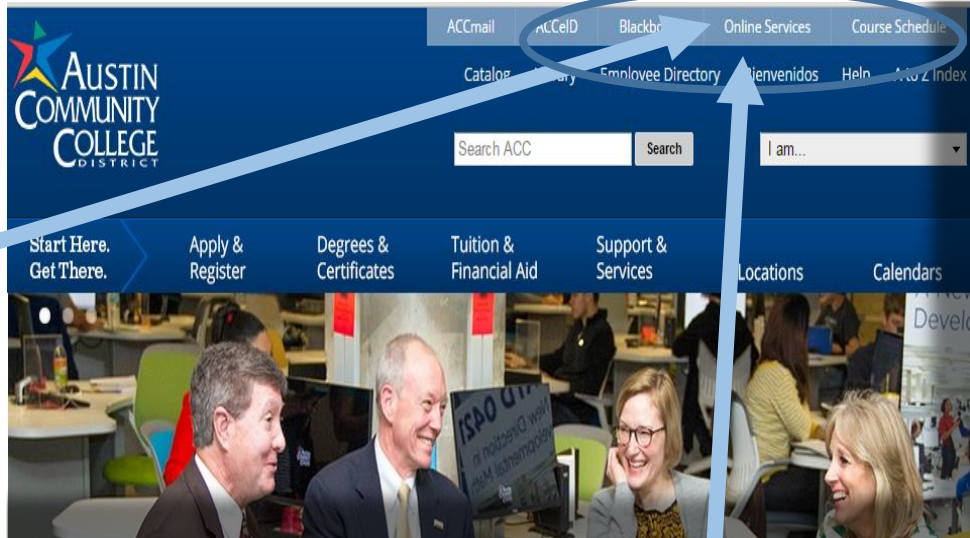
For step-by-step instructions, please click here: [ACCeID Help](#)  
(Forgot the answers to your questions? Click [here](#) for your password reset.)



You will need to put in your ACCeID and password to create your email. Once you create your email, you need to check it on a regular basis. All financial aid and registration information will be sent to your new ACC email.

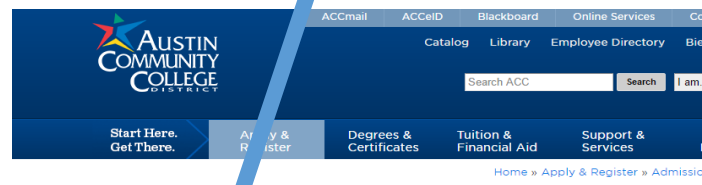
## STEP 4

Make sure you comply with the meningitis requirement. Once you get your vaccination records, you will upload it here! You will need to go into "Online Services" under "Academic Planning". You will need to click on "Student Statuses" under "Holds".



## STEP 5

Contact the advising office to sign up to attend a Guided Pathways Info session <http://www.austincc.edu/apply-and-register/admission-steps/area-of-study-information-session> . Make sure you bring your unofficial transcript and TSI scores with you so that you can meet with an advisor to plan your courses.



### Activate ACC Accounts

**Admission Steps**

- First Step Information
- Begin Application
- Activate ACC Accounts**
- Residency Information
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- Meningitis Requirement
- Area of Study Information Session
- Student Statuses
- Textbooks and Supplies
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You will use online tools to register for classes, access your college records, and communicate with ACC faculty and staff.

Allow up to 24 hours after submitting your admissions application before you activate your ACC online tools.

**Step 1: ACCeID**  
Find and activate your ACCeID. You use your ACCeID to access ACC's Online Services and on-campus services.

**Step 2: ACCmail**  
Set up your ACCmail account using your ACCeID and password. Remember to check ACCmail regularly for important notices.

**Former students:** If you are unable to reactivate an ACCmail account, contact the [Help Center](#).

**Step 3: Online Services**  
Using your ACCeID, log in to [Online Services](#) and familiarize

## STEP 6

Register for classes! Dates for registration are posted : <http://www.austincc.edu/apply-and-register/registration-steps/registration-eligibility-dates> . Make sure you attend GPS before registering! You will need to log into Online Services with your ACCeID and Password. Once logged in, you will need to click on "Self Service Student Planning"



## STEP 6 (CON'T)

Select "Plan your degree & Register for Classes". Type the course you need in the search field.

The screenshot shows a search results page for Austin Community College. On the left, there are several filter categories: TIME OF DAY, INSTRUCTORS, ACADEMIC LEVELS, COURSE LEVELS, and COURSE TYPES. The main area displays course details for MATH-0155 Trigonometry Lab (1 Credits), MATH-0159 Elem Stat Lab (1 Credits), MATH-0185 Pre-Calc Lab (1 Credits), and MATH-1351 Mth Tchr Crtll (3 Credits). Each course entry includes a description, prerequisites, and an "Add Course to Plan" button. A blue arrow points from the text above to the search field at the top right, and another blue arrow points from the text below to the "Add Course to Plan" button.

Plan your Degree and Schedule your courses

The screenshot shows the "Plan your Degree and Schedule your courses" interface. At the top, there is a search bar with the text "Search for courses ex. MATH-0421" circled in blue. Below the search bar, there are navigation buttons for "Credit Fall 2017" and "Filter Sections". A calendar grid is visible, showing days of the week (Sun to Sat) and times (8am to 1pm). A blue arrow points from the text above to the search bar.

Check for available classes times and add classes to your plan. Don't forget to click register once you select all your courses.

## STEP 7

Check your Financial Aid status! Are you missing any forms? Make sure you turn in any missing forms and check your status regularly! One your FAFSA is complete, you will need to accept/decline your awards.

## STEP 9

Buy or rent your textbooks! The course schedule should show you what books you need. You can buy them online or at the ACC bookstore. The book store also has renting options available if you are on a budget!

The screenshot shows the Austin Community College student portal. The header includes "Start Here. Get There. Online Services" and navigation links like "LIVE CHAT", "LOG OUT", "MAIN MENU", "STUDENTS MENU", and "CONTACT US". The main content area is titled "CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU" and lists various services. Two links are circled in blue: "Financial Information" and "Self Service Financial Aid". A blue arrow points from the text above to the "Self Service Financial Aid" link.

## STEP 8

Pay for your classes before the deadline!  
<http://www.austincc.edu/calendars/tuition-deadlines>. Remember that even if you get financial aid, you still need use go in and make a payment using your Fin Aid.

GOOD LUCK!



Stop by the College & Career Center if you need help with any of the steps!

AUSTIN COMMUNITY COLLEGE