

Student Email Setup

Step 1)

From the ACC Home Page click the link that reads Online Services on the right hand side.

The screenshot shows the Austin Community College District website. At the top left is the ACC logo with the tagline "Start Here. Get There." and the "i am acc" branding. Below the logo is a search bar and a navigation menu with links like "Directory", "Educational Choices", "Costs & Financial Aid", "Student Support", "Library", "Locations", and "Ask ACC". A left sidebar contains expandable menu items: "Future Students", "Current Students", "Faculty and Staff", "Parents and Visitors", "Community and Business", and "Continuing Education". The main content area features a banner for "One Professor, Two Continents" with a photo of René Vacchio Albee. Below the banner are three columns: "News & Announcements" with articles about a car show, a class of 2011, a choir concert, and fall registration; "What's Happening at ACC" with announcements for fall 2011 registration, summer 2011 class cancellations, and summer 2011 schedule changes; and "eServices" with a list of links: "Online Services" (highlighted with a red box and a red arrow), "Blackboard", "ACCmail", "Webmail", and "ACCeID". Below the eServices list are sections for "Presidential Search" and "Quicklinks".

Step 2)

You will be directed to the student login page. Select the Current Students picture then login at the top or bottom of the page.

NOTE: You will log in with your ACCeID and password. If you have not activated your ACCeID click the link below.

[ACCeID Activation Instructions](#)

AUSTIN COMMUNITY COLLEGE DISTRICT Start Here. Get There. **Online Services**

[LOG IN](#) | [MAIN MENU](#) | [CONTACT US](#)

[Accessibility](#) | [FAQ](#) | [ACC Home](#) | [Online Services Tutorial](#)

Please use your ACCeID to log in to Online Services.

For first time ACCeID activation or password change please click here [ACCeID](#)

Many important notices from ACC will be sent exclusively via ACCmail, ACCs student email system. Your ACCmail will be available for activation within 2 business days AFTER you register for classes. To receive your important college information, activate your account using the following web address [ACC Student Email Information](#)

Welcome Guest!

Professional Use Expectations for College Information Systems

Users are expected to comply with ACC's Administrative Rule on the [Use of College Information Systems](#), and to be familiar with the [Family Education Rights and Privacy Act \(FERPA\)](#). Proceeding to use college information systems indicates your awareness of and commitment to comply with the above-referenced guidelines. If you are unsure of these guidelines or disagree with them, you are expected to exit now and consult with your supervisor or advisor.

Continuing Education | **Current Students** | Faculty

Employees

Step 2

Step 1


Step 3)

Once logged in you will see a screen similar to the one below. In the first column go down to the heading that reads **Communications** and select ACCmail.

CURRENT STUDENTS - WEBADVISOR FOR STUDENTS MENU Welcome

The following links may display confidential ACC information.

<p>Manage My ACCeID</p> <p>Financial Information</p> <p>1098 Electronic Consent View My 1098-T Forms Manage My Student Account (Payments/Payment Plan/View Acct)</p> <p>Financial Aid</p> <p>Financial Aid Status Financial aid status by term Accept or Reject My Financial Aid Awards</p> <p>Communications</p> <p>My Documents ACCmail</p> <p>Registration</p> <p>Express Register Register and Add Classes Register and Drop Sections Manage My Waitlist</p>	<p>Academic Planning</p> <p>Program Evaluation Student Statuses Student Transfer Checklist Student Advising Information</p> <p>Academic Profile</p> <p>Program Evaluation My Class Schedule Unofficial Transcript Grades by Term Student Data Change Requests My Textbooks Transcript Order Transcript Order Status</p> <p>Faculty Evaluation</p> <p>Distance Learning</p>
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Step 4)

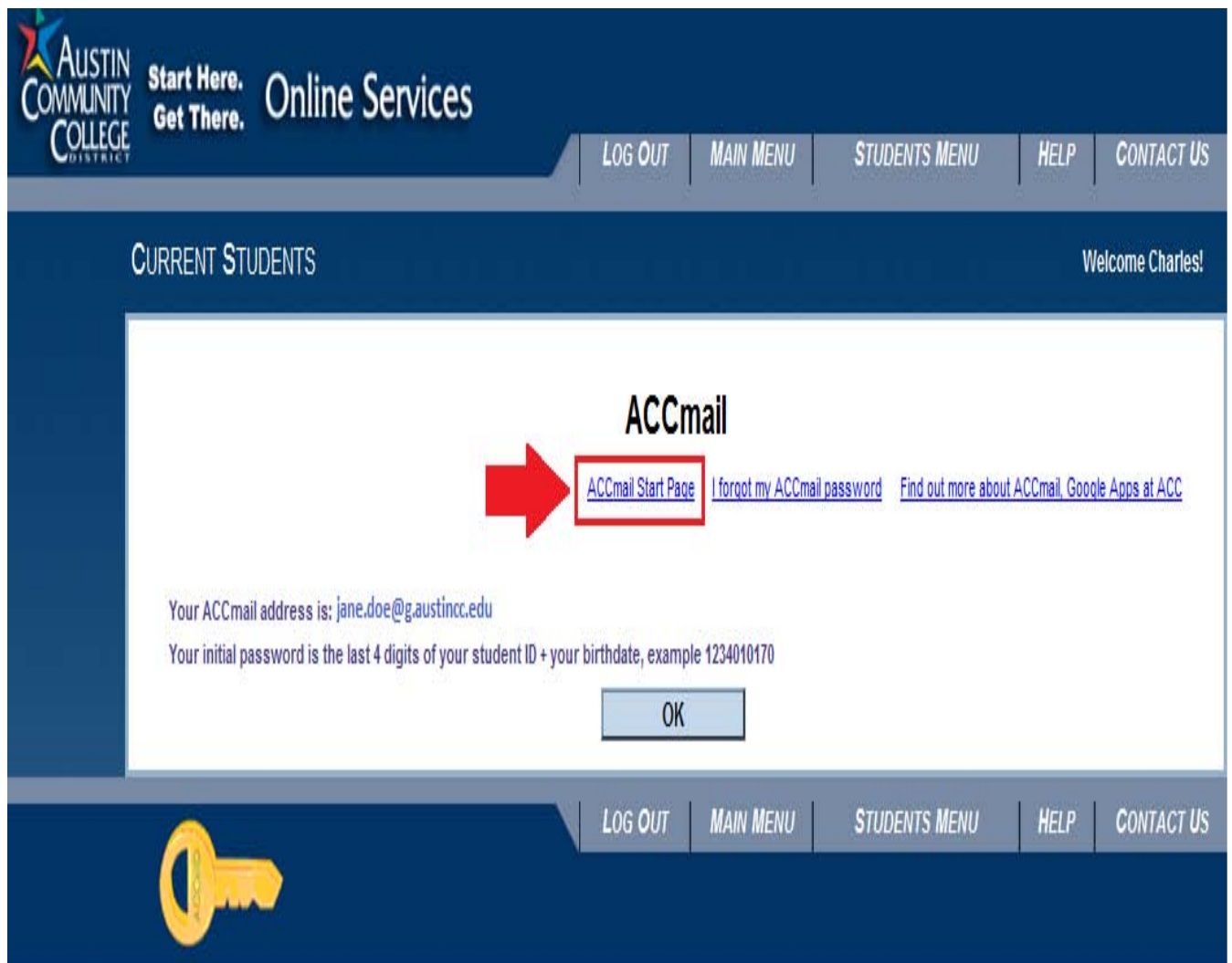
From the ACCmail information page you will find your ACCmail address and password. If it is not showing you may need to give the system more time to create it. Once it has been created this is where you will find your login information.



The screenshot displays the Austin Community College District Online Services interface. At the top left is the logo for Austin Community College District with the tagline "Start Here. Get There." and the text "Online Services". To the right of the logo is a navigation menu with links for "LOG OUT", "MAIN MENU", "STUDENTS MENU", "HELP", and "CONTACT US". Below the navigation menu, the page is titled "CURRENT STUDENTS" on the left and "Welcome" on the right. The main content area is titled "ACCmail" and contains three links: "ACCmail Start Page", "I forgot my ACCmail password", and "Find out more about ACCmail, Google Apps at ACC". A red-bordered box highlights the following text: "Your ACCmail address is: jane.doe@g.austincc.edu" and "Your initial password is the last 4 digits of your student ID + your birthdate, example 1234010170". A red arrow points to the right side of this box. Below the box is an "OK" button. At the bottom of the page, there is a yellow key icon on the left and a navigation menu on the right with links for "LOG OUT", "MAIN MENU", "STUDENTS MENU", "HELP", and "CONTACT US".

Step 5)

Now that you have your email and login information click the link that reads ACCmail Start Page.



The screenshot shows the 'Online Services' page for Austin Community College District. The header includes the college logo and the slogan 'Start Here. Get There.' The navigation menu contains links for 'LOG OUT', 'MAIN MENU', 'STUDENTS MENU', 'HELP', and 'CONTACT US'. The main content area is titled 'CURRENT STUDENTS' and includes a personalized greeting 'Welcome Charles!'. The 'ACCmail' section features a red arrow pointing to a red-bordered link labeled 'ACCmail Start Page'. Other links in this section include 'I forgot my ACCmail password' and 'Find out more about ACCmail, Google Apps at ACC'. Below these links, the user's ACCmail address is displayed as 'jane.doe@g.austincc.edu' and their initial password as the last 4 digits of their student ID plus their birthdate, with an example '1234010170'. An 'OK' button is located at the bottom of this section. A yellow key icon is visible in the bottom left corner of the page.

Step 6)

Click the **blue** login button for students.

AUSTIN COMMUNITY COLLEGE DISTRICT Start Here. Get There.

Search ACC Go Directory Educational Choices • Costs & Financial Aid • Student Support • Library • Locations • Ask ACC

ACC Home » Log into ACC Google Apps for Education

ACC Google Apps for Education

Login

Google Apps | accmail

Students

ACCmail is a partnership between ACC and Google Apps for Education. ACCmail makes it easier to communicate with your instructors and get the latest information from ACC. You can also take advantage of Google Apps.

Log in

[First-time user?](#)
[Forgot your username or password?](#)

Faculty and Staff

Google Apps for Faculty and Staff offers greatly expanded online storage, larger attachments, less spam, a better web interface, calendars that integrate with our email system, online documents, chat, audio, and video collaboration, as well as enhanced security.

Log in

[First-time user?](#)
[Forgot your username or password?](#)

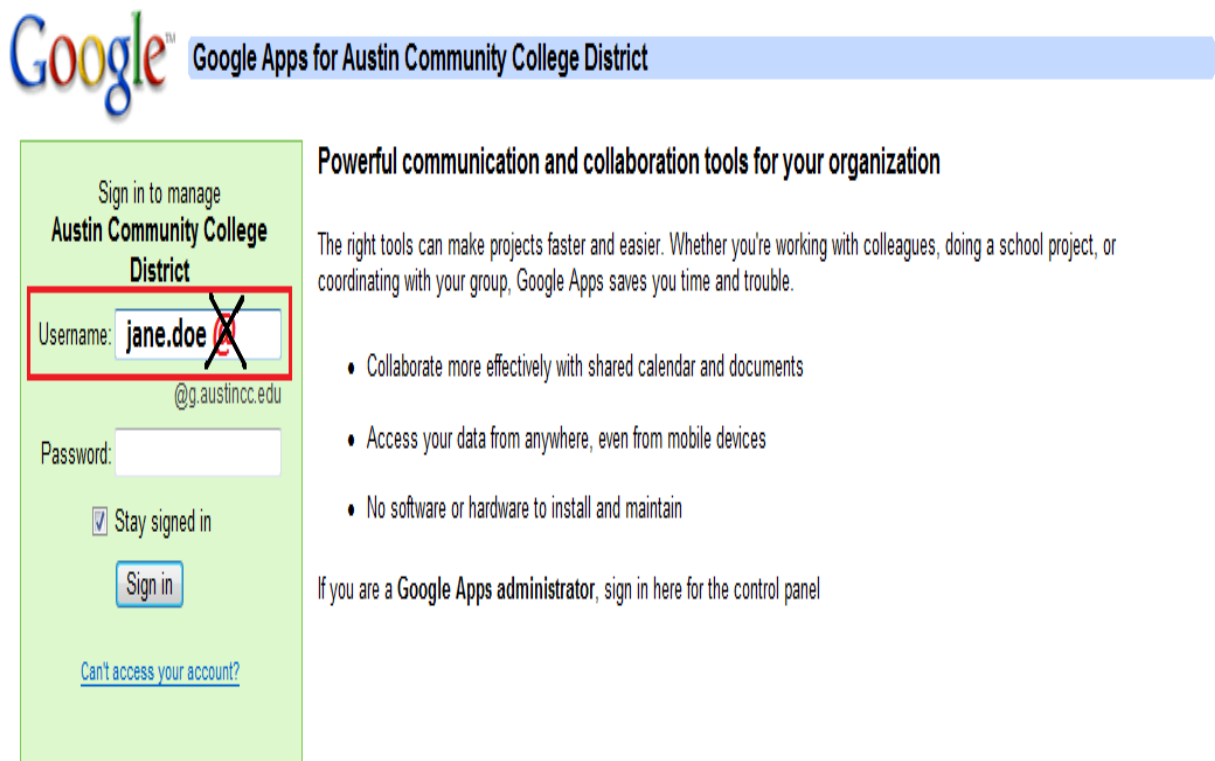
Need Help?

Visit [ACC's Google Apps Help Area](#) for everything you need to use Google Apps for education at ACC. Also, check out some [frequently asked questions about Google Apps at ACC](#)

Step 7)

Log in with the information you received from the ACCmail information page in Online Services. You will be prompted to change your password. Once it has been changed and saved you will be complete setting up your ACCmail account.

NOTE: When entering the username only put the information before the @ symbol in your email address.



Google™ Google Apps for Austin Community College District

Sign in to manage
Austin Community College District

Username: **jane.doe** ~~@~~
@g.austinctc.edu

Password:

Stay signed in

[Can't access your account?](#)

Powerful communication and collaboration tools for your organization

The right tools can make projects faster and easier. Whether you're working with colleagues, doing a school project, or coordinating with your group, Google Apps saves you time and trouble.

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- No software or hardware to install and maintain

If you are a **Google Apps administrator**, sign in here for the control panel