

Registration Worksheet

Find your registration time on preceding page. You cannot register before your time.

Registration on the web:

You **MUST** know your ACCeID and password to register:

1. Begin the ACCeID process here: <https://acceid.austincc.edu/idm/user/>
2. **To discover your ACCeID:** Click on “What’s My ACCeID?”
Your ACCeID is the first letter(lower case) of your official first name and your 7-digit ACC ID. *For example: John Smith 1234567 would have an ACCeID of j1234567.*
3. **To activate your ACCeID:** Click on “First Time Login”. Enter your ACCeID and click “FIND”.
Once found, enter the last 4-digits of SSN and birth date. Click continue.
4. **To continue, you must agree to ACC’s Terms of Use.** Click Continue to agree.
5. Choose a new password compliant with the policy.
6. You will be asked to login and answer authentication questions. You must complete this step before you can use the “Password Reset” function.
7. Your ACCeID and password may now be used to log on to any ACC application where you see the ACCeID Gold Key logo.



**For assistance,
call the ACC Registration
Helpline at
512.223.INFO (4636).**

Please help us improve our services by filling out the form found at www.austincc.edu/helpline-survey.htm

More helpful numbers are listed inside the back cover.

Register

1. Go to Online Services, <https://onlineserv.austincc.edu/WebAdvisor/WebAdvisor/>
2. Click on LOGIN tab and enter your ACCeID and password, click LOGIN
3. On the Current Students menu, choose either “Register/Add Classes” or “Make a Payment”. On the Continuing Education menu, choose “Register and Pay for Classes”

Registration by telephone:

1. Call **512.454.3774**. If calling long distance, use the toll free phone number: (888) 891.2444.
2. Enter your Social Security Number and press the pound **#** key.
3. Enter PIN-Personal Identification Number (your birth month and year in the format MMY) followed by the pound **#** key.
4. If asked, enter the number that matches the semester for which you are registering. (1-fall, 2-spring, 3-summer)
5. The first time you go through telephone registration each semester you will be asked to enter the number that matches your primary reason for registering for courses at ACC. Listen to the options and enter the one-digit code followed by the pound **#** key.
6. For the registration codes, use **2*** to **Add** or **3*** to **Drop**, then enter your 5-digit synonym followed by the pound **#** key. It’s a very good idea to write down the synonyms before calling the registration system so that your session will not time out on you as you are looking up your synonyms.
7. When you are finished adding and dropping, press **5#** to hear a list of your courses and **9#** to **Exit** the registration system.
8. **If you want to pay by credit card now** (American Express/Visa/MasterCard/Discover), please have your credit card handy (no debit cards) and press **1#**. When asked:
 - enter your credit card number followed by the **#** sign.
 - enter the expiration date (MMYY) followed by the **#** and wait for system to verify your card and respond to you. (M=month and Y=year - Single digit numbers must be preceded by a zero.)
 - **WAIT** for the system to tell you the credit card has been verified and the charge accepted or refused.
DO NOT HANG UP UNTIL THERE IS A RESPONSE! If there is no response, check with your credit card company before trying again.
9. **To pay at a later time (DON’T MISS WEEKLY PAYMENT DEADLINES)** call 512.454.3774. When prompted to enter a registration code, press **9#** and follow the voice prompts.