

## How to assist students with Logging into ACES for view Student's Account

1. Access: [www.alamo.edu](http://www.alamo.edu)
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.

**First-time users only:**

**Your default password will be the first two letters of your last name, IN CAPS, followed by your birthdate in MMDDYY format.**

**To reset your password:**

**You must call your IHE High School Programs Office.**

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