

Hello, VCT Student:

Welcome to San Antonio College!

As a VCT student, you are granted access to our ACES portal and e-mail services. In addition, our internet classes are delivered in Blackboard Vista, so you will also have access to this course management system. To assist you with logging into ACES and Blackboard Vista, I have provided an attachment of step-by-step instructions. Should you have any questions, please do not hesitate to contact me at Office of Technology Services/IIC, here at San Antonio College.

Raven Puente, SAC-VCT Coordinator
Office of Technology Services
Moody Learning Center 416
San Antonio, TX 78212
Tel: 210-486-0033

Please use the following information to initially login to ACES.

Go to web site <http://www.alamo.edu/sac> and you will see a tab link "login to ACES." Click on that link and login. You will enter your Username: _____ Password: _____

Once you are logged in, you will see a tab for "My Courses" which you will click and locate the course for which you are registered. Click on the course title to enter the class. Canvas software delivers your class materials and your instructor will provide instructions on how to proceed.

When you log in you will also see an email tab in the upper right hand corner that will link to your accd email option.

Your distance course will also have a separate email feature but your instructor will advise you where to check for your messages pertaining to the course.

We hope you have a successful and enjoyable semester!

Sincerely,
Raven Puente
SAC-VCT Coordinator
rpunte6@alamo.edu

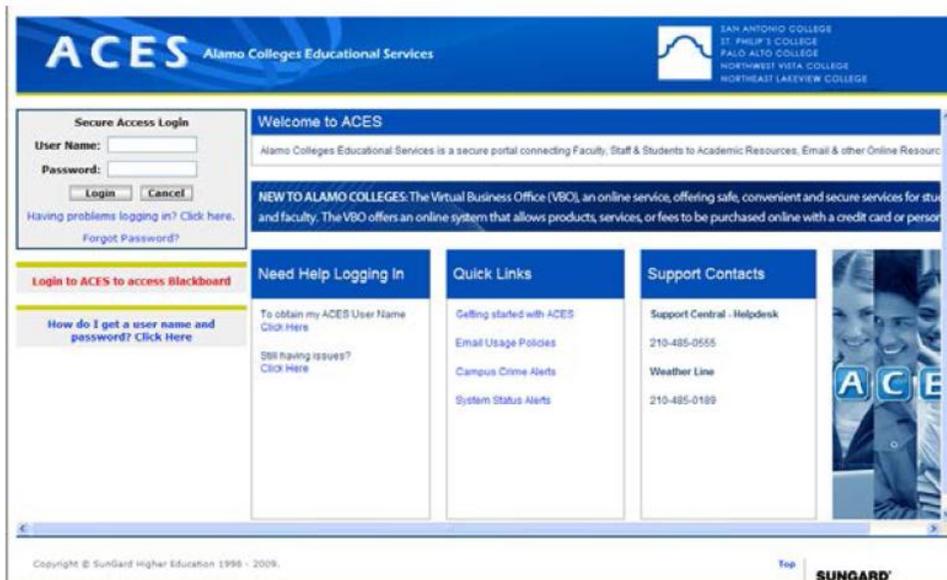
What is ACES?

Alamo Colleges Educational Services (ACES) is a web-based portal which can be modified by each user to meet his or her online needs and preferences. ACES contains your college email (ACES ID@alamo.edu), college news, labara resources, and many other learning resources that will be useful during your educational career at San Antonio College.

How do I get my ACES ID?

Step 1 The San Antonio College VCT Coordinator will e-mail your Username and Password on or before the first day of class if you are a new VCT student.

Step 2 Go to <https://aces.alamo.edu/> on your internet browser.



Step 3 Once you login, you will be prompted to change your Password and create a Security Question. The completion of both of these steps will be required to access the portal.

Step 4 After completing the initial ACES login, you will be taken to the ACES homepage.

SAN ANTONIO COLLEGE SAC ONLINE

WELCOME

VCT STUDENT

The screenshot shows the ACES Alamo Colleges Educational Services homepage. The navigation menu includes: All Users Sample, Student Sample, **My Courses**, Faculty Sample, Employee Sample, NLC, NVC, PAC, SAC, SPC, My Library, and Help. The 'My Courses' tab is circled in red. The main content area includes sections for Personal Announcements, Alamo Colleges News and Events, My Calendar (August 2010), Chancellor's Corner (Dr. Bruce H. Leslie), Help with Registration, and Virtual Business Office.

Step 5 Click on the My Courses tab to view your current semester classes. To access your course information, click on the class link.

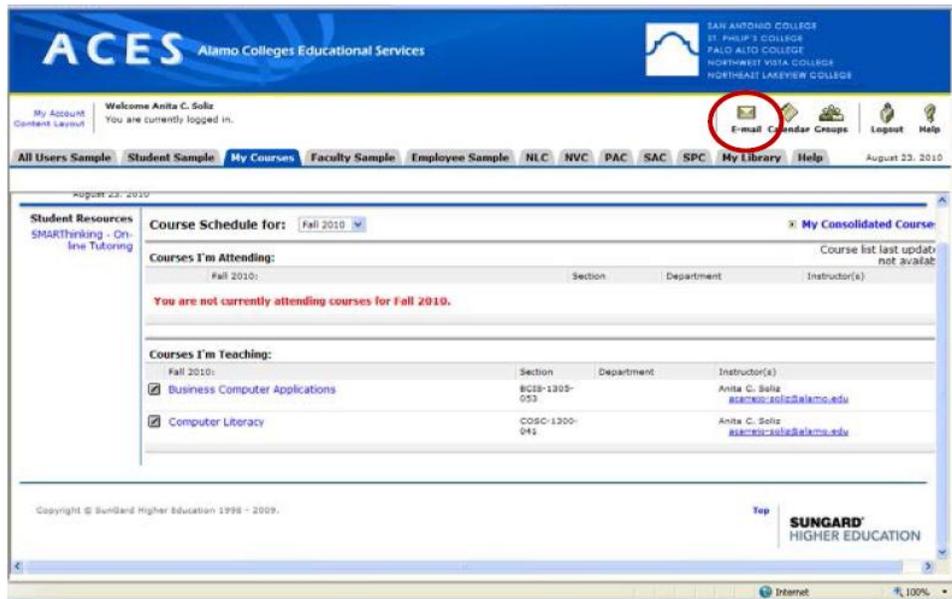
The screenshot shows the ACES Course Schedule page. The 'My Courses' tab is circled in red. The page displays the course schedule for Fall 2010. Under the 'Courses I'm Teaching' section, there is a table with the following data:

Section	Department	Instructor(s)
Business Computer Applications	BCEP-1300-053	Anita C. Soliz @acsoliz@alamo.edu
Computer Literacy	COSC-1300-041	Anita C. Soliz @acsoliz@alamo.edu

A red arrow points to the 'Business Computer Applications' course link. The page footer includes 'Copyright © SunGard Higher Education 1998 - 2009' and the SunGard Higher Education logo.

You may be directed to the ACES Course Homepage for that particular class or straight into the Canvas course.

Step 5 To read and/or send e-mail messages, you now have access to use the campus e-mail system via Outlook Web Access. Click on the E-mail icon to access your account



If you should forget your Password, click on the “Forgot Password?” link so your Password can be reset. You may need to correctly answer your Security Question to obtain it.

