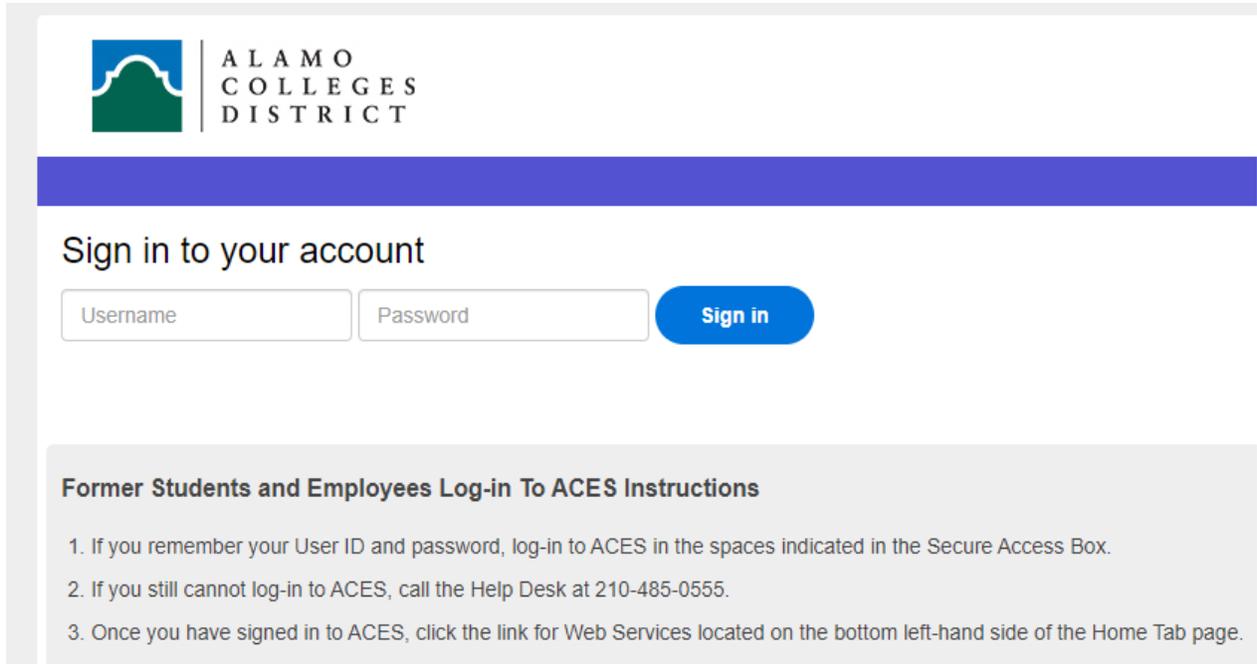


Uploading Financial Aid Documents via ACES

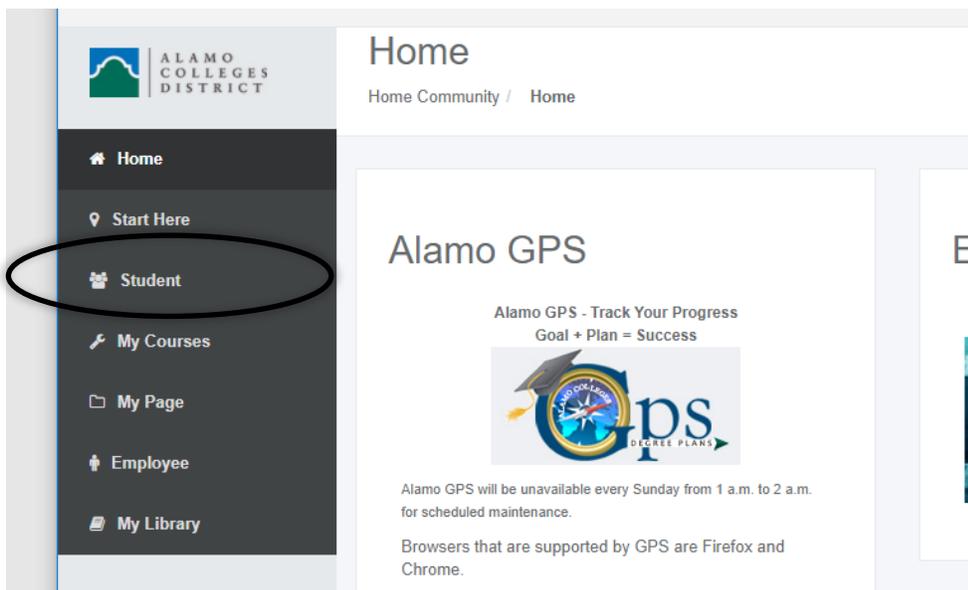
1. Log into ACES at <https://aces.alamo.edu> using your Username and Password.



The screenshot shows the ACES login interface for Alamo Colleges District. At the top left is the Alamo Colleges District logo. Below it is a blue horizontal bar. The main heading is "Sign in to your account". There are two input fields: "Username" and "Password", followed by a blue "Sign in" button. Below the login fields is a grey box titled "Former Students and Employees Log-in To ACES Instructions" containing three numbered steps:

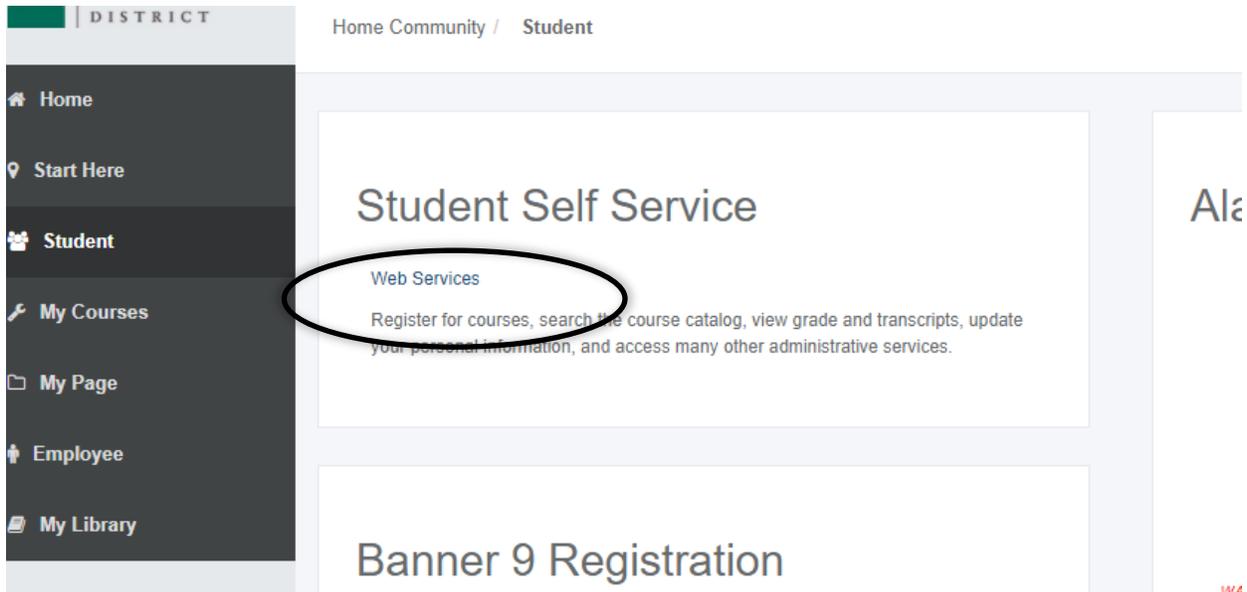
1. If you remember your User ID and password, log-in to ACES in the spaces indicated in the Secure Access Box.
2. If you still cannot log-in to ACES, call the Help Desk at 210-485-0555.
3. Once you have signed in to ACES, click the link for Web Services located on the bottom left-hand side of the Home Tab page.

2. Select the 'Student' option from the sidebar menu.

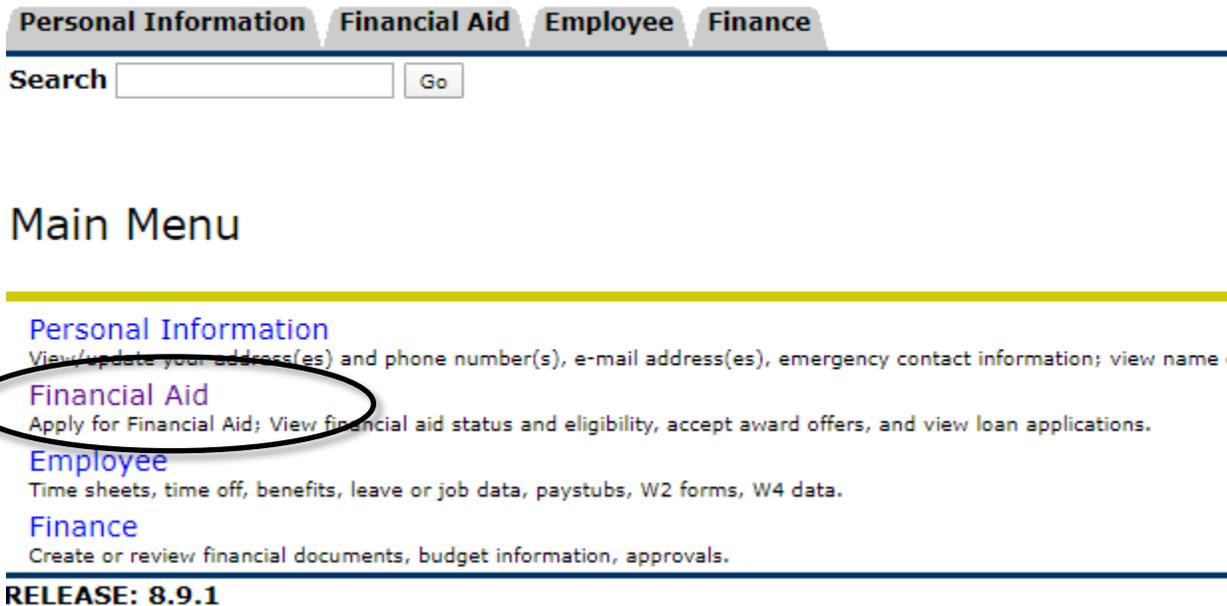


The screenshot shows the Alamo GPS dashboard. On the left is a dark sidebar menu with the Alamo Colleges District logo at the top. The menu items are: Home, Start Here, Student (circled in black), My Courses, My Page, Employee, and My Library. The main content area is titled "Home" and "Home Community / Home". The main heading is "Alamo GPS". Below it is the text "Alamo GPS - Track Your Progress" and "Goal + Plan = Success". There is a logo for "Alamo GPS" featuring a graduation cap and a compass. Below the logo is the text "Alamo GPS will be unavailable every Sunday from 1 a.m. to 2 a.m. for scheduled maintenance." and "Browsers that are supported by GPS are Firefox and Chrome." On the right side of the dashboard, there is a vertical bar with the letter "E" at the top.

3. Click on 'Web Services' in the Student Self Service area.



4. Select 'Financial Aid'.



5. Select 'Submit Financial Aid Documents' from the list of options.

Personal Information **Financial Aid** **Employee** **Finance**

Search

Financial Aid

[Financial Aid Status](#)
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

[Eligibility](#)
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academi

[Award](#)
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applica

[College Financing Plan](#)

[Submit Financial Aid Documents](#)
Tax Forms, Special Conditions, etc.

[Federal Direct Loan Request](#)
Federal Direct Loan Request

[Summer Aid Application](#)
Summer Aid Application

[Appeal for Financial Aid Reinstatement](#)

[E-Mail Alamo Colleges Student Financial Aid](#)

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6. This will open an Adobe Sign form.
- Follow the prompts on the Adobe Sign Document Upload Form.
 - Any item you check will require an attachment. If you accidentally check an item, you can always uncheck it.