ACES REGISTRATION INSTRUCTIONS

Please click on the link below or copy and paste.

[https://aces.alamo.edu/cp/home/displaylogin](https://aces.alamo.edu/cp/home/displaylogin)

**If you are a new user to ACES continue to Step A**

**If you are a returning user to ACES login with credentials and skip to Step B**

A. Under the login click, *How do I get a username and password?*
   - Type in your last name and the last four of SSN click submit.
   - Scroll down to the bottom of the page and your ACES ID appears. Ex. jdoe10
   - The ACES default password is the first two letters of your last name in uppercase and birthday in the following format *(MMDDYY)*. Ex. 3/12/1981 – DO031281
   - Navigate back to the ACES page and type in the login information.
   - It will ask to create a new password that must be 8 characters long and have at least 1 number and 1 letter.
   - It will ask to you to set up a secret question and answer.

B. Click the STUDENT tab

C. Click Web Services

D. Click Student and Financial Aid

E. Click Registration

F. Click Add or Drop classes

G. Select the term your class falls under (See chart below)

H. Type the 5 digit CRN in the first block continue with the next block if you are taking more than one course.

I. Click submit changes it will take you to the registration start date confirmation page click submit changes

Congratulations Registration is complete!

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>CE FALL</td>
<td>Sept. 1 – Nov. 30</td>
</tr>
<tr>
<td>CE WINTER</td>
<td>Dec. 1 – Feb. 28</td>
</tr>
<tr>
<td>CE SPRING</td>
<td>Mar. 1 – May 31</td>
</tr>
<tr>
<td>CE SUMMER</td>
<td>Jun. 1 – Aug. 31</td>
</tr>
</tbody>
</table>

*Check which term your class falls in.*