A. Click First Time User Account Creation

B. Create a login ID up to 9 characters using letters and numbers

C. Create a PIN number using six numbers – *Please write login information down as it cannot be retrieved later on.*

D. Click Application Type Continuing Education and click continue

E. Select Admission Term (use chart to determine)

F. Enter First, Middle and Last Name

G. Click *FILL OUT APPLICATION*

H. Click Name - verify information and click continue

I. Personal Information - Complete all fields and click continue

J. Home Address and Phone

   Enter your phone number in the following format: Box 1 = area code; Box2 = 7 digit phone number; Box 3 = extension (if applicable). If you receive an error on the address please contact 210-485-0860. Click continue when complete.

K. Skip Second address and phone click continue

L. Select home campus and click continue

M. Click Yes when you have read the Meningitis Statement

N. Click Yes I certify the above statement and other information is true and accurate click continue

O. When all 6 forms have a check mark 

**CLICK APPLICATION IS COMPLETE**

**Please print signature page once application is completed**

If an error appears on the signature page please call (210) 485-0860

Please proceed to ACES for registration

https://aces.alamo.edu/cp/home/displaylogin

CE FALL Sept. 1 – Nov. 30
CE WINTER Dec. 1 – Feb. 28
CE SPRING Mar. 1 – May 31
CE SUMMER Jun. 1 – Aug. 31

*Check which term your class falls in.*