

# **ACES Instructions:**

## **Logging into ACES ACCOUNT for the first time:**

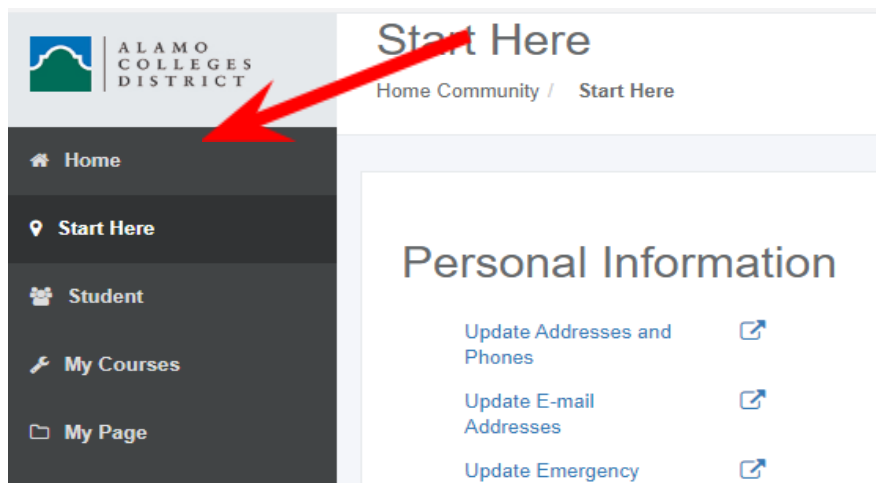
- Check your personal email address that was provided in the Apply Texas profile. An email from Alamo Colleges District will be sent to your personal email address which will have your **username** and **banner ID**.
- Then Go to: <https://aces.alamo.edu/>
- Enter **User Name** which was provided in a previous email from the Alamo Colleges.
- The **default password** will be first two letters of your last name capitalized, then your 6-digit birthday (mm/dd/yy). *\*example: John Smith, born January 14, 1999– SM011499*
- Once you log in, you will be asked to make up your own password. Pay attention to password character requirements and write down your password somewhere where you will remember it.

*\*If you have ANY trouble logging in to ACES, you will need to call the NVC helpdesk at (210) 486-4777\**

## **Go FAARR and Test Prep Modules**

**STEP 1:** Login to ACES (<https://aces.alamo.edu/>)

**STEP 2:** Click on "Start Here" at the top left.



**After clicking on "Start Here", scroll down to the middle of the page where you will see AlamoENROLL**

**STEP 3:** Click on the blue "Enroll" buttons next to the Go FAARR and Test Prep modules. This simply enrolls you. You will then see "Incomplete" in its place and will have to click on that to begin the modules

The screenshot shows the AlamoNAVIGATE website interface. On the left, there are sections for 'Bacterial Meningitis' (with links for 'Requirements and FAQs' and 'Submit Documents') and 'Personal Information' (with links for 'Update Addresses and Phones', 'Update E-mail Addresses', and 'Update Emergency Contacts'). Below that is 'Department Resources' with icons for 'Department Look Up', 'Campus Maps', 'Student Financial Aid', 'Enrollment Management', 'Business Office', and 'Registration/Payment Calendar'. On the right, the 'AlamoNAVIGATE' logo is displayed above a red-bordered box containing instructions for dual credit students and a recommended browser. Below that is an 'Enrollment Checklist' table with two 'Enroll' buttons highlighted by red arrows.

Item	Status
1. Transcript Status	complete
2. Go FAARR Module	<input type="button" value="Enroll"/>
3. Test Prep Module	<input type="button" value="Enroll"/>
4. TSI Exam	pending 2 and 3
5. Advising	pending above items
6. Math Refresher	Not Applicable
7. Reading/Writing Refresher	Not Applicable

**STEP 4:** After selecting the incomplete, per module: Press Play and Complete Modules

1. Students need to take more than 3-4 minutes completing the modules or the system won't show completed
2. Always use Chrome or Fire Fox to ensure the system will reflect completed

**STEP 5: VERY IMPORTANT!!**

**UPLOAD** a picture or screenshot that shows the two GREEN CHECKS next to both modules in ACES and email to [tasha.granberry@nisd.net](mailto:tasha.granberry@nisd.net) or [tami.rivera@nisd.net](mailto:tami.rivera@nisd.net)