CE ONLINE REGISTRATION PROCESS

STEP 1

- For First Time Cont. Ed. Students/Cont. Ed. Students who have not been enrolled in the last year
- Visit the **Student Profile** page here: https://phoenixss.alamo.edu:4445/PROD/bwskalog.P_DispLoginNon
- Read and follow directions on this page.
- Click on **First Time User Account Creation**
- Fill out the **Student Profile** for **New User** and then **log in**
- Select **Admission Term** (Select Quarter that corresponds to first digit of CRN. Example: **1**0013 = **First** Quarter; **2**0013 = **Second** Quarter; **3**0013 = **Third** Quarter; **4**0013 = **Fourth** Quarter)
- Complete Application by filling in all required fields (designated by asterisks *) **NOTE**: Please provide *Social Security Number*
- All (6) items on the Student Profile checklist must be completed (all items will have a checkmark indicating completion)
- Choose **Application Completed**
- **If you receive any of the following: Error Message, Duplicate Record, Suspense Error, please call (210) 486-0422**
- Click on **To View or Register for Classes** link
- *(Again, it is very important to read all instructions in order to complete the next steps)*

STEP 2

- Back at the **ACES** home page **aces.alamo.edu**
- How do I get a user name and password? Click here!
- Your login user name is the first two letters of your last name, capitalized, followed by birth date as MMDDYY
- Password can be anything you wish with at least one number in it
- Log in using your new ACES credentials
- At ACES home page, follow these steps:
    1. **Student Tab**
    2. **Web Services**
    3. **Student and Financial Aid**
    4. **Registration**
    5. **Add or Drop Classes**
    6. **Select Term**
    7. **Submit**
    8. **Add** the course (CRN #)
    9. **Submit** changes

PROBLEMS, HOLDS, SUSPENDED RECORDS?

Call (210) 486-0422 or (210) 486-0412