CE ONLINE REGISTRATION PROCESS

STEP 1

- Type **alamo.edu/sac** in your Web browser
- Go to **Continuing Education**
- Choose **Begin Registration Process**
- Read and follow directions on this page.(if you haven't attended any of the five Alamo Colleges please select **First time user account creation**)
- Fill out the **Student Profile** for **New User** and then login
- Fill out Personal information - Select **Correct Registration Quarter** - type in name
- All (6) items on the Student Profile checklist must be completed (all items will have a checkmark indicating complete)
- Choose **Application Completed**
- 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**
- Click on **How do I get a user name and password?**
- Your password is the first two letters of your last name, capitalized, followed by birth date as MMDDYY
- At ACES Home page click on **Student Tab**
- **Web Services**
- **Student and Financial Aid**
- **Registration**
- **Add or Drop Classes**
- Select Term
- Submit
- Finally, add the course (CRN #)
- Submit Changes

PROBLEMS, HOLDS, SUSPENDED RECORDS?

call (210) 486-0422

for directions on creating Profile and Application

WALK–IN

Register in person at the Continuing Education Registration Desk (Room 202) in the Fletcher Administration Center (FAC) on the SAC Campus.

Registration hours are:
Monday - Friday :8:00 AM - 5:00 PM

ONLINE

Access our website at:
www.alamo.edu/sac
{click on Continuing Education}

Select Course Finder, choose a course and click on CHECKOUT and follow the online registration instruction for payment.