DID YOU KNOW?
The Division of Workforce Development and Continuing Education at St. Philip’s College has GONE ONLINE!

Follow these 3 simple steps to enroll in your Continuing Education courses online:

Create a Student Profile
@ alamo.edu/cehomepg.htm
- System generates your Banner ID
- System generates your ACES ID
- You are now eligible to register

Register for Classes
@ aces.alamo.edu
- Login to ACES
- Access Student Web Services
- Look for and register for classes

Pay for Classes
@ aces.alamo.edu
- Login to ACES
- Access Student Web Services
- View student account
- Make payment

What is ACES? ACES (Alamo Colleges Educational Services) is the new online student portal for students to access campus services. In ACES you can:

- Register for Classes
- Pay for Classes
- View and Print your Class Schedule
- Access your Alamo Colleges Email
- View Registration Holds
- View Financial Aid Status
- Much More...

Questions?
Phone: (210) 486-2400
Fax: (210) 486-2774
Web: alamo.edu/spc/admin/ce
**First Step:** Create a Student Profile. All Continuing Education (CE) students must create a Student Profile prior to registering for classes. The Student Profile is the CE equivalent of an application and consists of 6 demographic and biographic items to completed by the student (address, telephone, email, etc.). Follow the steps below to create your Student Profile:

1. Go to alamo.edu/cehomepg.htm and click on the ‘Click here to login’ link in the bottom right corner of the screen.
2. Select ‘Student Profile’
3. If this is your first time creating this CE Student Profile, click on the ‘First time user account creation’ link at the bottom of the page. If you have already created a CE Student Profile, login using your Login ID and PIN.
4. Follow the prompts on the screen to create your custom Login ID and PIN, and click the ‘Submit’ button.
5. Select ‘Continuing Education’ as the application type, and click ‘Continue’.
6. Select your admissions term from the drop-down box. CE terms are defined as:
   a. 1st Quarter: Classes starting in Sep, Oct, Nov
   b. 2nd Quarter: Classes starting in Dec, Jan, Feb
   c. 3rd Quarter: Classes starting in Mar, Apr, May
   d. 4th Quarter: Classes starting on Jun, July, Aug
7. Type in your name as you want it to read on all official documents (transcripts, certificates, bills, etc) and click the ‘Fill Out Application’ button.
8. Click on the checklist item titled ‘Name’ to confirm that your name is entered correctly, then click ‘Continue’.
9. Click ‘Personal Information’ and provide all information requested. Click ‘Continue’. Note: While not required, it is strongly advised that you provide your Social Security Number; failure to provide your Social Security Number will result in your being unable to register online for classes.
10. Provide additional personal information (address, phone number, etc) when prompted. Click ‘Continue’.
11. Select ‘St. Philip’s College-Continuing Education’ as your campus from the drop-down box. Click ‘Continue’.
12. Read and answer the 2 questions that appear on the screen. Click ‘Continue’.
13. Review the student profile checklist to make sure that all 6 items have a check mark (√) next to them. If an item does not have a check mark, then click on it to complete that form. If all items are checked, click the ‘Application is Complete’ button.
14. The system will automatically generate the status of your Student Profile. If your profile is accepted, you will get a confirmation page. If there was an error processing your application, the system will generate an error message with phone numbers to call for support.

**Second Step (only if Student Profile was accepted):** Obtain your Banner Id. Upon successful submission of your Student Profile, a Banner Id will be created. This is a 9-digit personal identification marker which is used to identify each student. Beginning fall 2010, the Alamo Colleges no longer uses social security numbers to identify students, we now use Banner IDs.

1. Go to alamo.edu/prod-links.htm and click on the link that says ‘What is my Banner ID?’.
2. Provide your last name and the last 4 digits of your social security number.
3. The system will pull up your Banner ID. **WRITE IT DOWN.** You will use this to access and receive services from the Alamo Colleges. This is essentially your student ID number which the colleges use to identify each student.
Register for Classes

**Note** Some classes require prior approval before being allowed to register. Please speak with a Continuing Education representative for specific application and registration instructions regarding your course.

**First Step:** Login to ACES portal at [https://aces.alamo.edu](https://aces.alamo.edu). If this is your first time using ACES, click on the link that says "How do I get a username and password?"

1. When prompted, type in your last name and the 4 digits of your Social Security Number.
2. The system will show your ACES Id. **WRITE IT DOWN.**
3. The system will also tell you what your temporary password will be.
4. Go back to the ACES login page, and use your ACES Id and temporary password to login to the ACES for the first time. Change your password when prompted. You will no longer use your temporary password.

**Second Step:** Search for your classes.

1. Once logged into ACES, click on the 'Student' tab.
2. Select 'Web Services'.
3. Click on the ‘Student and Financial Aid’ link.
4. Click on the “Registration” link.
5. To find your classes, click on the ‘Look up Classes’ link.
6. Select the term for the classes you are looking for using the same quarters identified earlier on this page, then click ‘Submit’.
7. Use the online database to search for your classes then click ‘Class Search’. This will return a list of classes which meet the criteria that you selected.
8. Select the course(s) you want by checking the box next to that section. Also write the 5-digit CRN for your desired course(s) as the system may require you to manually enter it.
9. Then click ‘Register’.
10. Your course(s) should be added to your schedule. If not, enter the 5-digit CRN into the open box(es), then click ‘Submit Changes’ to add your class(es)
11. If there are seats available and no errors appear, the class is added to your schedule…**YOU ARE REGISTERED.**

**Third Step:** Print your schedule.

1. Click back on the ‘Student’ tab a the top of the page.
2. Click on the ‘Student and Financial Aid’ link.
3. Click on the ‘Registration’ link.
4. Click on the ‘Student Detail Schedule’ link to view and print your schedule.
5. When it appears, you can print your schedule using your browser’s print button.

**View and Pay your Account**

The only way to guarantee your seat in a class is to pay the course fee by the deadline. Payments can also be made at the Bursar/Business Office at each campus.

1. Login to ACES.
2. Click on the ‘Student’ tab.
3. Click on the ‘Web Services’ link.
4. Select ‘Student and Financial Aid’.
5. Select ‘Student Account’.
7. To make a payment, select ‘Make a Payment’.

**Questions**

If you are having trouble completing these steps, please feel to contact us for assistance:

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- Web: alamo.edu/spc/admin/ce