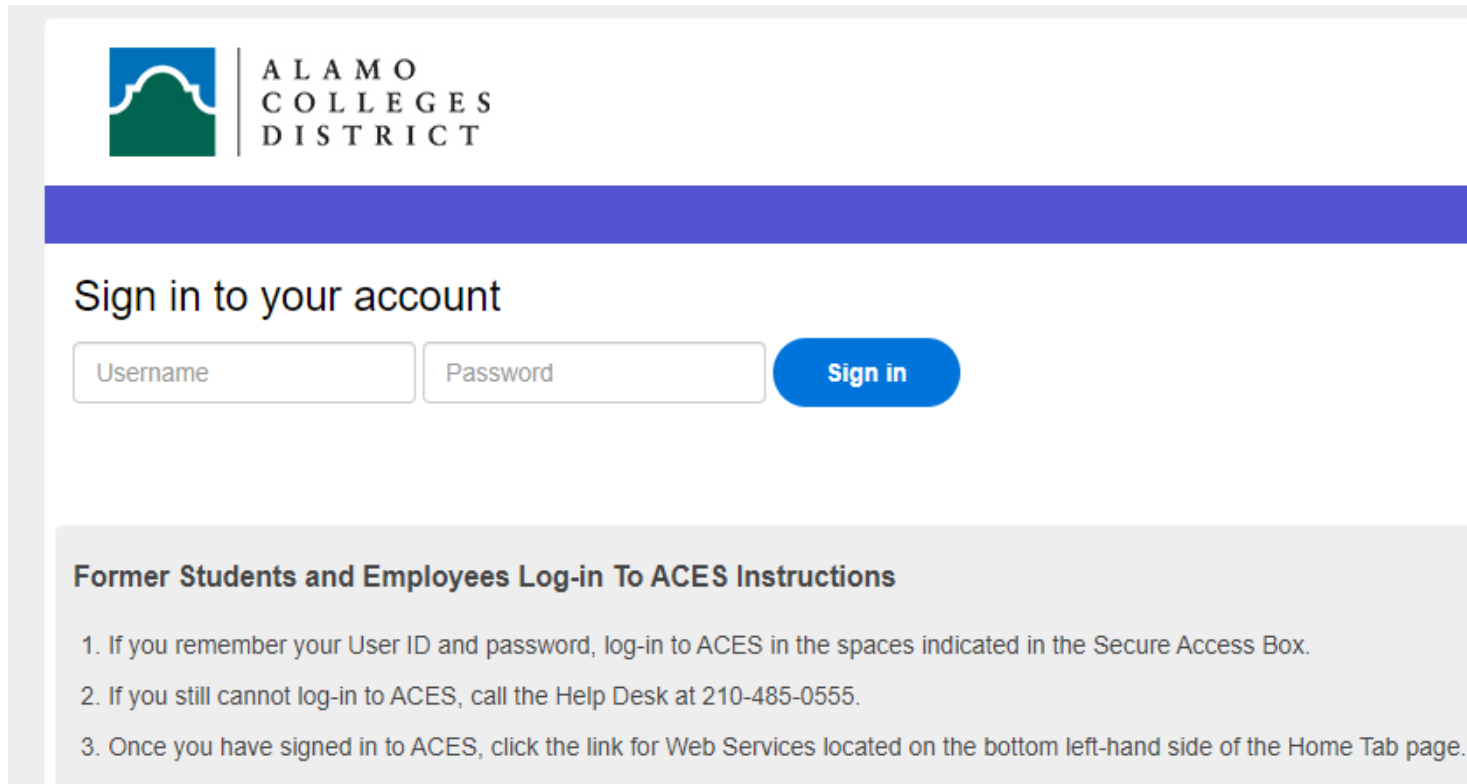


## Finding the Verification Portal (ProVerifier+) via ACES

1. Log into ACES at <https://aces.alamo.edu> using your Username and Password:



The screenshot shows the login interface for the Alamo Colleges District. At the top left is the Alamo Colleges District logo, which consists of a green square with a white archway and the text "ALAMO COLLEGES DISTRICT" to its right. Below the logo is a blue horizontal bar. Underneath the bar, the text "Sign in to your account" is displayed. Below this text are two input fields: "Username" and "Password". To the right of these fields is a blue button with the text "Sign in". Below the login fields is a grey box containing the heading "Former Students and Employees Log-in To ACES Instructions" and a list of three instructions.

**ALAMO COLLEGES DISTRICT**

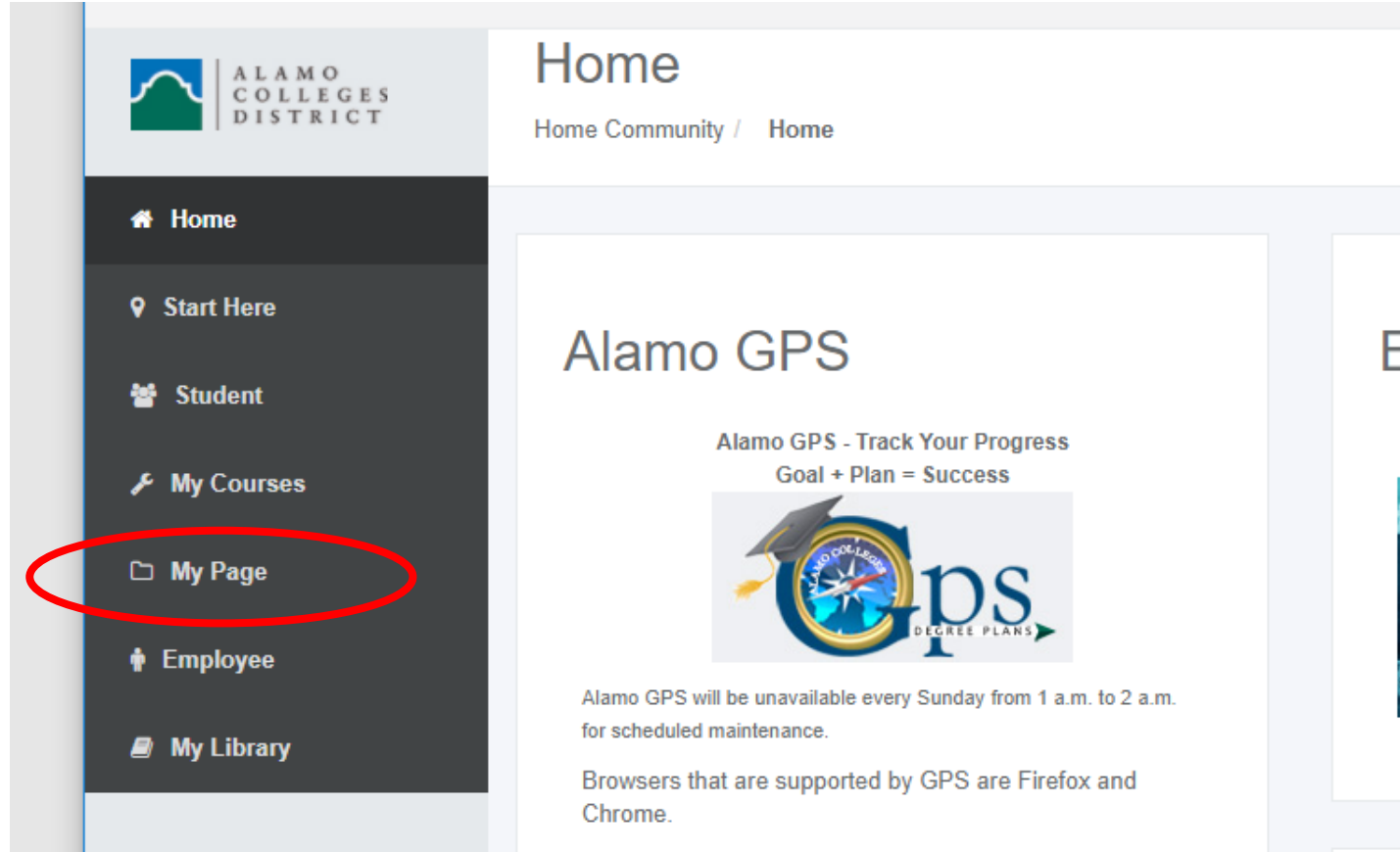
Sign in to your account

Username Password **Sign in**

**Former Students and Employees Log-in To ACES Instructions**

1. If you remember your User ID and password, log-in to ACES in the spaces indicated in the Secure Access Box.
2. If you still cannot log-in to ACES, call the Help Desk at 210-485-0555.
3. Once you have signed in to ACES, click the link for Web Services located on the bottom left-hand side of the Home Tab page.

2. Select the 'My Page' option from the sidebar menu:



The screenshot shows the Alamo Colleges District Home page. The sidebar menu on the left contains the following options: Home, Start Here, Student, My Courses, My Page (highlighted with a red oval), Employee, and My Library. The main content area displays the Alamo GPS logo and the text: "Alamo GPS - Track Your Progress Goal + Plan = Success". Below the logo, there is a notice: "Alamo GPS will be unavailable every Sunday from 1 a.m. to 2 a.m. for scheduled maintenance." and a list of supported browsers: "Browsers that are supported by GPS are Firefox and Chrome." The Alamo Colleges District logo is in the top left corner, and the word "Home" is in the top right corner. The breadcrumb "Home Community / Home" is also visible.

3. Locate the 'Financial Aid Requirements' section on the right-hand side of the page.
  - a. Here you will see a list of all the outstanding requirements you will need to complete and their corresponding status.
    - i. A green check mark means the document/requirement has been completed.
    - ii. A red flag means the document/requirement is still requested/outstanding.
  - b. You will need to make sure you complete all requirements marked with a red flag.
  - c. For the verification process, you will see a requirement listed as '(Your College) Verification'.
    - i. For example: 'NLC Verification' in the screenshot below:

**ALAMO COLLEGES DISTRICT**

## My Page

Home Community / My Page

- Home
- Start Here
- Student
- My Courses
- My Page**
- Employee
- My Library

### Academic Profile

Fall 2015 Select Another

Primary

**Curriculum**

**Class Standing:**  
Freshman

**Degree:**  
Associate of Arts

**Level:**  
Undergraduate

**Program:**  
SAC Assoc of Arts

**Admit Term:**  
Fall 2012

### My Registration

- LOOKUP CLASSES
- ADD OR DROP CLASSES
- WITHDRAWAL FROM CLASS
- MY COURSE SCHEDULE

### My Transcript & Records

- UNOFFICIAL TRANSCRIPTS
- HOLDS
- REQUEST OFFICIAL TRANSCRIPT
- GRADUATION APPLICATION

### Financial Aid Requirements


Aid Year 2020-2021

Choose Another Aid Year

Requirements	Status
> Free Application for Federal Student Aid	✓
> High School Transcript	✓
> Learn, Earn, Counseloring	✓
> NLC Verification	⚠
> Student's 2019 Tax Return Transcript - IRS Data Retrieval	✓
> Terms and Conditions	✓

Message Holds Financial Aid Status Progress

4. Click on the 'College Verification' link.
  - a. This will open up a web browser directly to the ProVerifier+ Student Dashboard branded with the Alamo College that you are attending.
    - i. If you are not attending the College associated with the portal (NLC, NVC, PAC, SAC, SPC), contact your Student Financial Aid office immediately to have your file corrected.


  
**ALAMO COLLEGES DISTRICT**  
 Northeast Lakeview College



## ProVerifier+ Student Dashboard

Verification Status: Verification Complete Verification ID: 2450896



**Main Menu**

- Student
- Documents Completed
- Contact Us

 **Documents**

Document Type	Person	Required	Status	Comment	Document
Independent Verification Worksheet <span style="color: blue; font-size: small;">?</span>	Student	Yes	Accepted		
2018 W2 <span style="color: blue; font-size: small;">?</span>	Student	Yes	Accepted		

**Rejected Documents**

Document Type	Person	Status	Comment	File Action
Verification Worksheet	Student	Rejected	Thank you for submitting your verification worksheet. At this time we cannot accept the worksheet because it's missing your siblings.....	 

5. Within the ProVerifier+ Student Portal, you will see a list of documents requested, their status, and any comments applicable.
  - a. Follow the prompts to either complete the electronic DocuSign forms requested, or upload the requested document as needed.
  - b. Blue question marks throughout the portal provide hover text tips, and an automated chatbot is available in the bottom right for help.
  - c. If you have questions, the contact information for your college's Financial Aid Office is listed in the 'Contact Us' section of the dashboard.

**UPLOAD LINK**

**FORM DOWNLOAD LINK**

**DOCUSIGN FORM LINK**

**VIEW SUBMITTED FORM**

Document Type	Person	Required	Status	Upload	Date Uploaded	User Uploaded	File Action
Dependent Verification Worksheet ?	Student	Yes	Awaiting DocuSign				DocuSign Dependent Verification Worksheet
Identity and Educational Purpose Statement ?	Student	Yes	Awaiting Upload				
Proof of High School Completion ?	Student	Yes	Awaiting Upload	Choose File No file chosen Upload			
2016 Tax Transcript ?	Parent 1	Yes	Awaiting DocuSign				
Marital Status Proof ?	Parent 1	Yes	Accepted		1/29/2020 3:43:06 PM	J'Dale Berner	

**NOTE: You should always check your alamo.edu email address, the ProVerifier+ portal (if applicable), AND your ACES student portal for outstanding requirements and messages!**