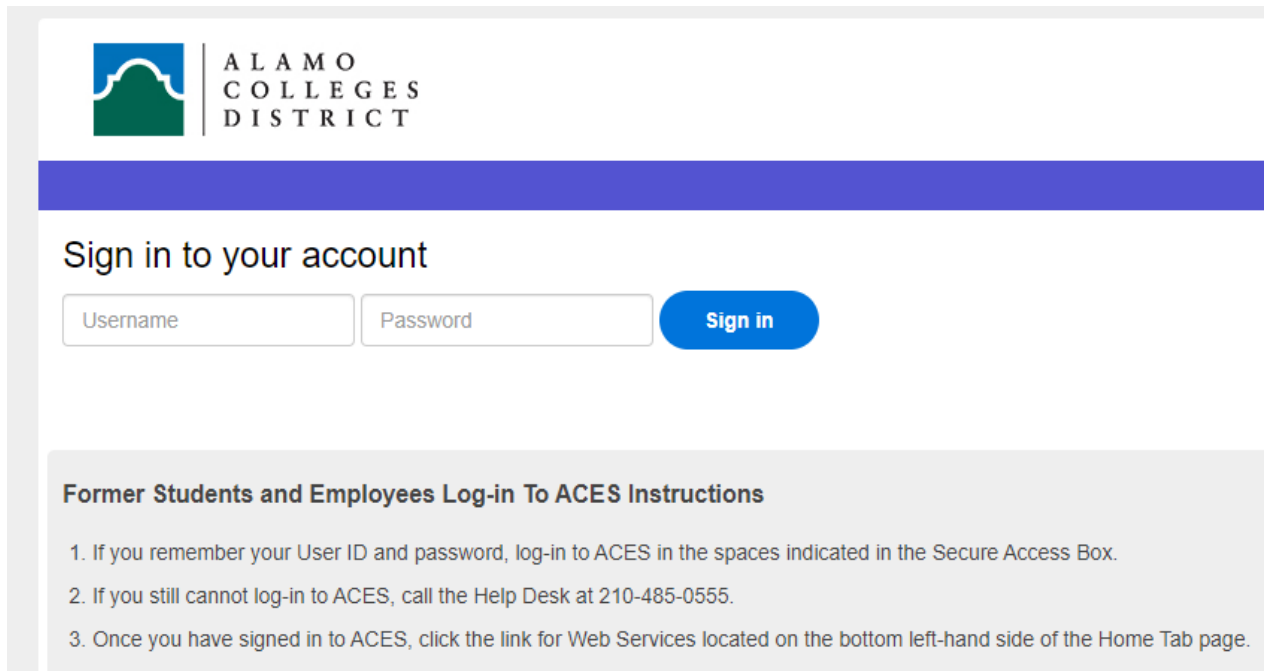


Uploading Financial Aid Documents via ACES

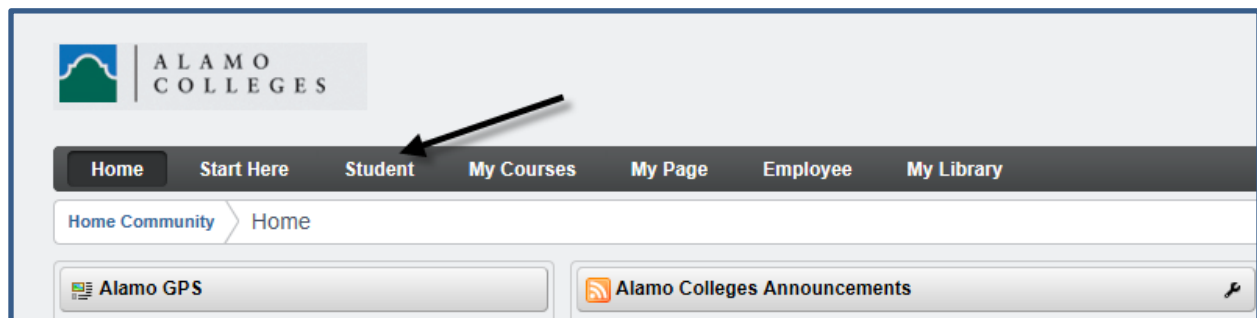
1. Log into ACES at <https://alamoaces.alamo.edu> using your Username and Password.



The screenshot shows the ACES login interface for Alamo Colleges District. At the top left is the Alamo Colleges District logo. Below it is a blue horizontal bar. The main heading is "Sign in to your account". There are two input fields: "Username" and "Password", followed by a blue "Sign in" button. Below the login fields is a section titled "Former Students and Employees Log-in To ACES Instructions" with three numbered steps:

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 'Student' option from the sidebar menu.



3. Select 'Financial Aid'.

Personal Information **Financial Aid** **Employee** **Finance**

Search

Main Menu

[Personal Information](#)
View/update your address(es) and phone number(s), e-mail address(es), emergency contact information; view name

[Financial Aid](#)
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.

[Employee](#)
Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.

[Finance](#)
Create or review financial documents, budget information, approvals.

RELEASE: 8.9.1

4. Select 'Submit Financial Aid Documents' from the list of options.

Personal Information **Financial Aid** **Employee** **Finance**

Search

Financial Aid

[Financial Aid Status](#)
View overall status, holds, academic progress, cost of attendance, financial aid awards, and messages.

[Eligibility](#)
Review Financial Aid Holds (which may prevent payment of awards) and document requirements; Display academi

[Award](#)
View account summary; Review awards; Accept award offers; Display award payment schedule; View loan applica

[College Financing Plan](#)

[Submit Financial Aid Documents](#)
Tax Forms, Special Conditions, etc.

[Federal Direct Loan Request](#)
Federal Direct Loan Request

[Summer Aid Application](#)
Summer Aid Application

[Appeal for Financial Aid Reinstatement](#)

[E-Mail Alamo Colleges Student Financial Aid](#)

RELEASE: 8.9.1

5. This will open a DocuSign page.

Enter your 'Name' and 'Email' in the required fields and click 'Begin Signing'.

This will initiate an email that will be sent to the address entered. The email will contain the link to the upload form.

ALAMO COLLEGES DISTRICT **PROED** ProEducation Solutions **DocuSign**

Document Upload Form

Instructions:

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

Student :

Name

Email

[Begin Signing](#)

ALAMO COLLEGES DISTRICT **PROED** ProEducation Solutions **DocuSign**

Document Upload Form

Thank you [REDACTED]! An email from DocuSign containing a link to sign your Document Upload Form should arrive in the requested inboxes shortly.

6. Check your inbox for an email from 'Alamo Colleges User via DocuSign'. Click on 'Review Document' in the body of the email. This will open the Document Upload Form in a new browser window.

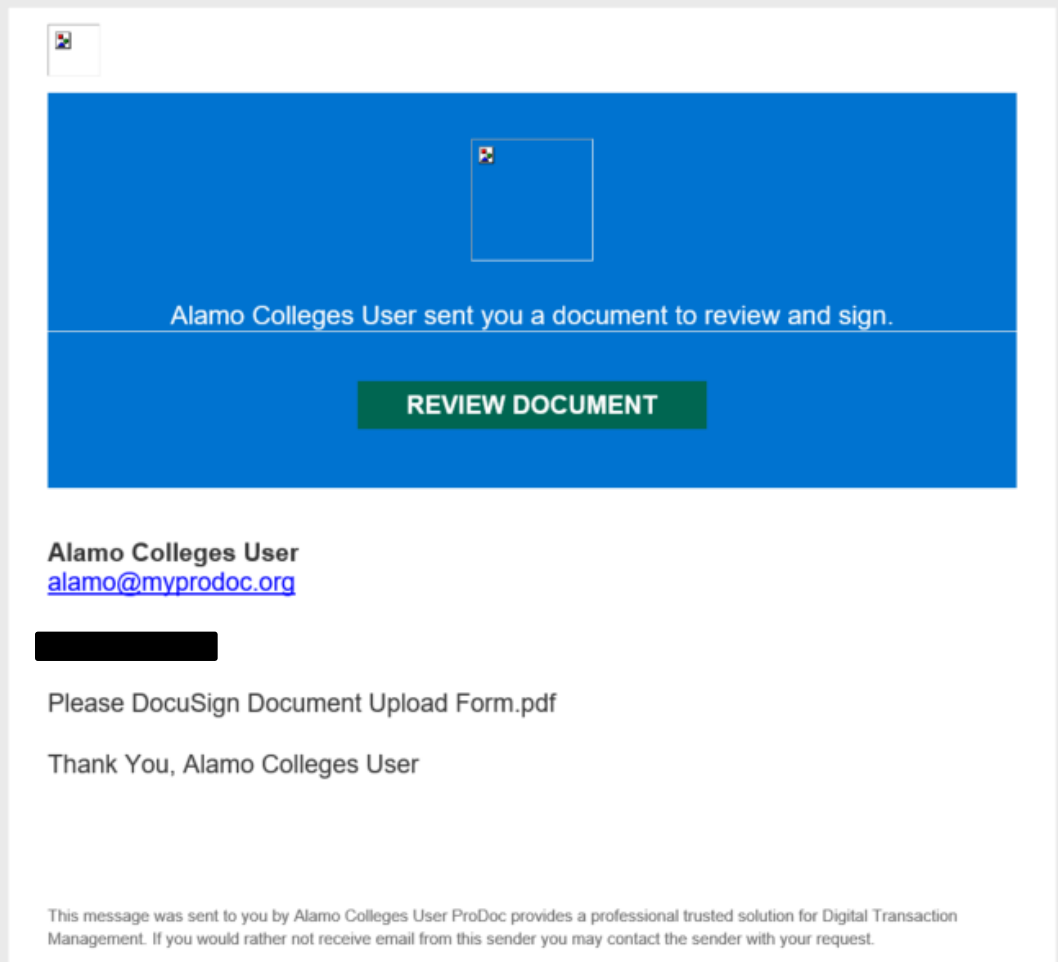


DocuSign System <dse_na2@docusign.net>

AC - 2021 - Document Upload Form for [REDACTED]

If there are problems with how this message is displayed, click here to view it in a web browser.

****THIS EMAIL IS FROM AN EXTERNAL SENDER OUTSIDE OF THE ALAMO COLLEGES. Be cautious before clicking links or opening attachments from unknown sources. Do not provide personal or confidential information.**



Alamo Colleges User sent you a document to review and sign.

REVIEW DOCUMENT

Alamo Colleges User
alamo@myprodoc.org

[REDACTED]

Please DocuSign Document Upload Form.pdf

Thank You, Alamo Colleges User

This message was sent to you by Alamo Colleges User ProDoc provides a professional trusted solution for Digital Transaction Management. If you would rather not receive email from this sender you may contact the sender with your request.

7. Follow the prompts on the DocuSign Document Upload Form.
 - a. Any item you check will require an attachment. If you accidentally check an item, you can always uncheck it.
 - b. When you have entered the required information and uploaded all your documents, click 'Finish' at the bottom of the form.

8. Check your inbox for an email from 'Alamo Colleges User via DocuSign'. This will be your confirmation that your form has been submitted to the Student Financial Aid Office. Allow up to 6 days for your status to be updated in ACES.



Tue 4/7/2020 1:46 PM

DocuSign System <dse_na2@docusign.net>

Completed: AC - 2021 - Document Upload Form for [REDACTED]

[REDACTED]

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Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

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Be cautious before clicking links or opening attachments from unknown sources. Do not provide personal or co



A blue banner with white text and a green button. The text reads "Your document has been completed" and the button says "REVIEW DOCUMENT". There are two "Right-click or tap and hold here to download pictures" warnings overlaid on the banner.

Alamo Colleges User
alamo@myprodoc.org

All parties have completed AC - 2021 - Document Upload Form for [REDACTED]

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This process is now complete.