

AC Connect: Set Password

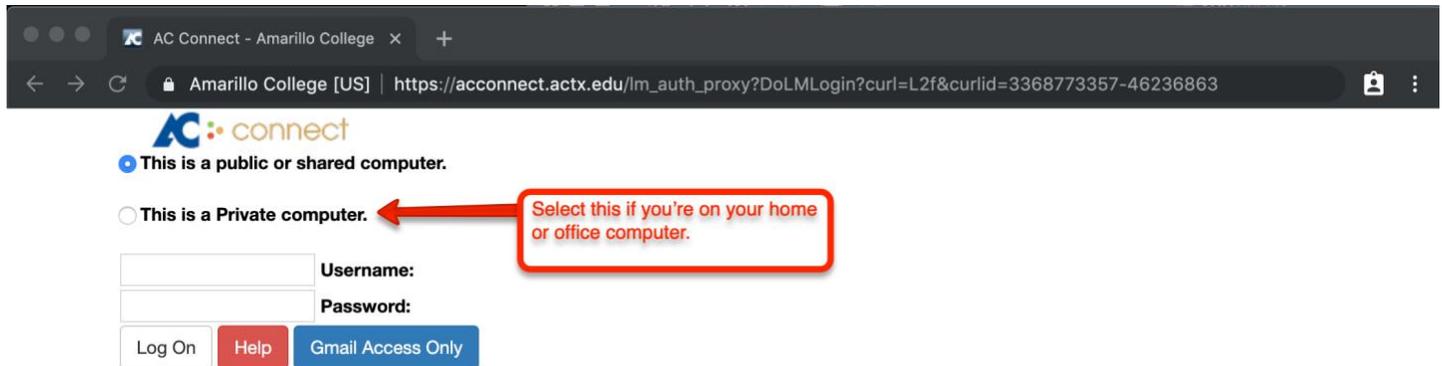


Getting to AC Connect

There are 2 ways to get to ACConnect.

Option 1:

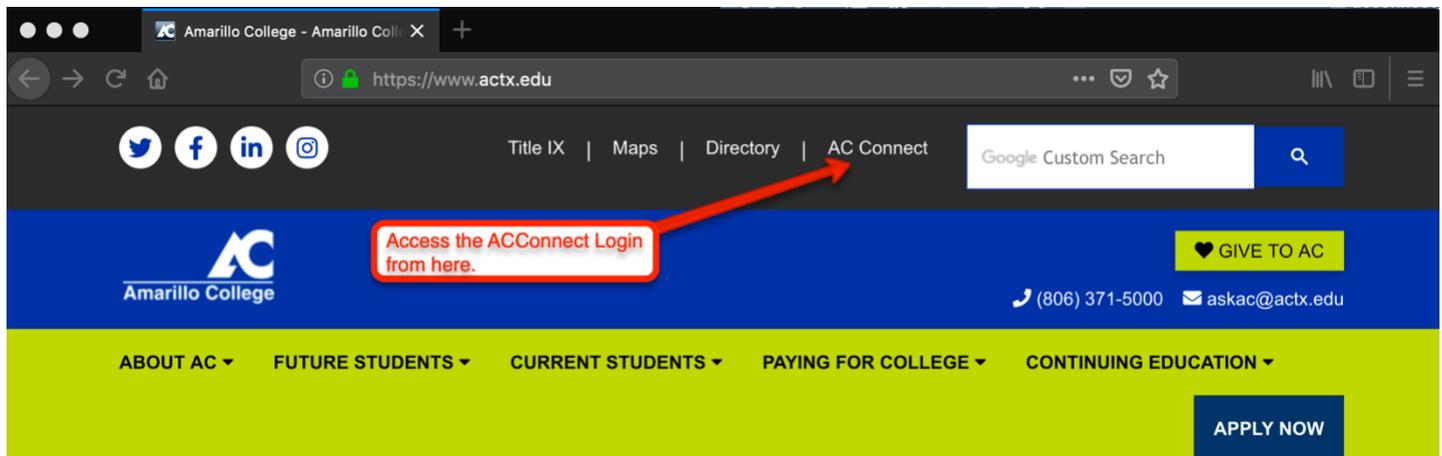
To go directly to ACConnect, type aconnect.actx.edu in your web browser (IE, Chrome, Firefox)



Option 2:

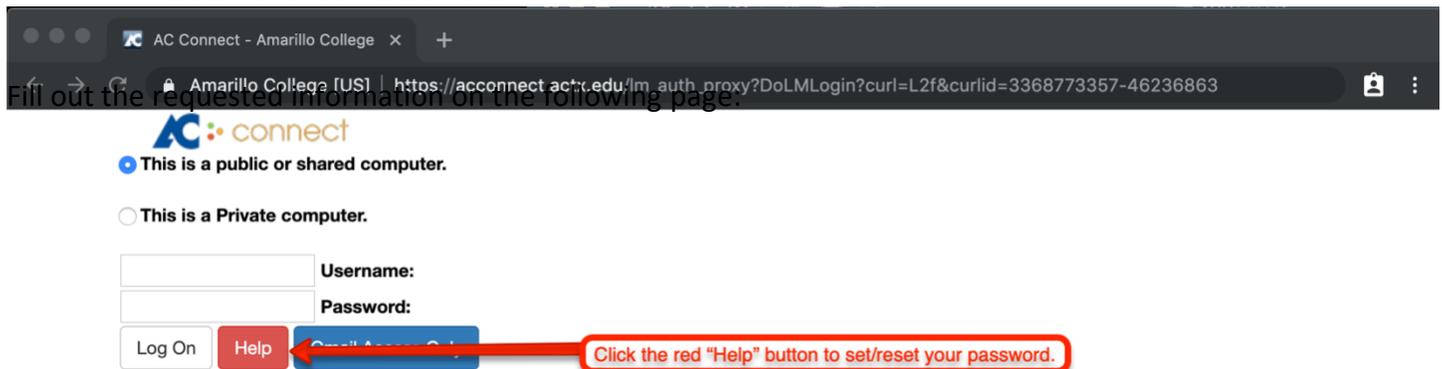
Enter www.actx.edu in the address bar of your web browser to get to Amarillo College's home page.

Access the ACConnect login from the black menu bar at the top.



Setting Your Password for the First Time (Or to reset your password)

Once you get to the ACConnect login page, click on the red help button below the login area.



Fill out the required information on the Help Page:

1. Enter your last name and date of birth in the appropriate fields.
2. Fill out EITHER your student or staff ID (AC ID) or your social security number.
3. Click "Submit".

The screenshot shows the 'MyACcount Help Page' with a blue header and footer. The main content area is white with a blue border. On the left, there is a section titled '*Privacy Act Statement' with text about Social Security Number requirements. On the right, there is a form with three main sections: 1. A box for 'Last Name' and 'Birth Date' (MM/DD/YYYY). 2. A box for 'Student/Staff ID' or 'Social Security Number' (XXX-XX-XXXX). 3. A 'Submit' button. Red callout boxes with arrows point to these sections: '1. Fill out your last name and birth' points to the first box, '2. Fill out one of the following:' points to the second box, and '3. Click "Submit"' points to the button. The footer contains the Amarillo College logo and contact information: P.O. Box 447 • Amarillo, TX 79178, 806-371-5000, An Equal Opportunity Community College.

Enter your new password and confirm. Follow the instructions on the left-hand side of the screen to make sure your password meets certain guidelines. Be sure to check the agreement box before submitting.

The screenshot shows the 'Reset Your Password' page with a grey header and footer. The main content area is white with a blue border. On the left, there is a box with password requirements: 'Your password must adhere to the following rules: The new password requires: • 8-12 characters • a capital letter • a lower-case letter • a number. It may not be similar to your ACNetID or your name. It may not contain any single quotes (') or double quotes (").' On the right, there is a form with three main sections: 1. 'ACNetID:' and 'Name:' fields. 2. A section for entering the new password: 'Enter the new password: [password field]' and 'Re-enter the new password: [password field]'. 3. A section for the 'Appropriate Use Policy for Information Technology' License Agreement, which includes a text box with the policy details and a checkbox for 'I accept the agreement'. Red callout boxes with arrows point to these sections: 'Type in your new password.' points to the first password field, 'Re-enter your new password.' points to the second password field, 'Click this box to check it.' points to the checkbox, and 'Click here to submit and set your password.' points to the 'Submit' button. The footer contains the Amarillo College logo and contact information: P.O. Box 447 • Amarillo, TX 79178, 806-371-5000, An Equal Opportunity Community College.