myAccount (version 1)

- A new self service productivity tool for faculty, staff and students –
  https://myaccount.actx.edu
August 5, 2010

What’s my ACNetID and Initial Password?

One click and the system will securely provide your ACNetID

If you are a first time user, your initial password is your 6-digit birthdate. This will be in the format:

MMDDYY

If you need to know your ACNetID, click on the link on the myAccount homepage.

The first time, and only the first time you log in to myAccount, use your WebAdvisor password. Then immediately change your password. This will automatically synchronize all of your system passwords to be the same.

If you ever forget your password, please contact AskAC, the Technology Information Center, or the Center for Teaching and Learning.
Appropriate Use Policy (AUP)

Once a year, all faculty, staff, and students must agree with the AC AUP

Appropriate Use Policy for Information Technology

License Agreement
Please read the following important information before continuing.

Amarillo College reserves the right to amend or otherwise revise this document as may be necessary to reflect future changes made to the Information Technology (IT) environment. You are responsible for reviewing this Policy at least annually to ensure your continued compliance with all Amarillo College IT guidelines. In order to access the Amarillo College IT environment, you as the user must read and agree to this policy.

This document has been reviewed and endorsed by the Information Technology Committee and its members, while enacted and enforced by the Dean of Information Technology Services/Chief Information Officer and the staff of Information Technology Services.

Last update: 04/22/2010

PART I: INTRODUCTION

Guiding principles

This document establishes general guidelines that apply to all users of Information Technology resources owned or managed by Amarillo College, including but not limited to AC students, faculty, staff, external individuals (such as AC contractors) or organizations and individuals accessing external network services, such as the Internet, via AC’s Information Technology facilities.

I accept the agreement  I do not accept the agreement

Download/Print Acceptable Use Policy
You’ll see your Account Details
One click and the system will securely tell you your ACNetID
Change Your Password

One common password for all systems at AC (except Datatel Colleague), that only you know

You have the ability to change your own password for all systems used at AC except the Datatel Colleague system (applies only to some staff and faculty).

All new password changes will take effect immediately, however it may take a couple of hours for the old password to fully disable throughout all of the various systems on campus.
Create Your Own Email Alias

You get to name your own email account – looks better on business cards and resumes - one alias per person
Direct Access to Your Outlook Email

On a trip, at a hotel, or visiting a friends house; check email the simple way

Have you ever needed to get to your Outlook email and cannot remember how to find it? Just one single click takes you directly to the Outlook Web Access. Simply log in and gain access to your email and calendar. (Faculty and Staff only. Students logging into myAccount will not see this option.)
myAC (better know as the “portal”)

Direct access to the portal at anytime

Direct access to myAC. myAC email is scheduled to transition away over the next few months (this applies to all faculty and staff). ITS recommends that you forward your myAC email account directly to your Outlook email account. You may find simple to read instructions in myAccount under “Services” on how to forward your AC email to Outlook. If you need assistance, please contact the Technology Information Center at (806) 371-5100 or helpdesk-it@actx.edu.
WebAdvisor

An easy way to check your monthly pay and vacation statements
Special Search Capabilities (Restricted Access)

One click to locate over 88,000 individuals that have been at, or are currently at AC

Do you have comments concerning myAccount? Then please contact the Office of the Dean of Information Technology Services/Chief Information Officer on the Washington Street Campus SSC 251 at (806) 371-5151, or send email to cio@actx.edu. For technical assistance please contact the Technology Information Center at (806) 371-5100, or send email to helpdesk-it@actx.edu.