



STUDENTS: Updating Alert Contact Information

This help guide contains steps that students can use to update personal contact information that will be used for critical mass notifications.

Accessing ACES

(Alamo Colleges Educational Services)

1. The student will log into ACES by going to the following website: <https://alamoaces.alamo.edu>
2. Login with your ACES **User Name** and Password. First-time users default passwords will be the first two letters of your last name, IN CAPS, followed by your birthdate in MMDDYY format
Note: To obtain your user name, click on the links under the ACES Login Information box.

For User Username or Password assistance, contact Support Central at 485-0555 and select Option 4.

Accessing Web for Students

3. Once logged into ACES, click on the Student tab
4. Click on **Web Services**
5. Click on the “**Personal Information**” link.

Enter your Username and Password

Username:

Password:

Warn me before logging into other sites.

[Forgot password?](#)

ACES Login Information

First-time users only:
Your default password will be the first two letters of your last name, IN CAPS, followed by your birthdate in MMDDYY format

[Get my ACES User Name](#)

[Get My Banner ID Number](#)

[Getting started with ACES](#)

ALAMO COLLEGES

Home Start Here Student My Courses My...

Home Community > Student

Student Self Service

[Web Services](#)

Register for courses, search the course catalog, view grade and transcripts, update your personal information, and access many other administrative services.

Personal Information

[View Addresses and Phones](#)

[Update Addresses and Phones](#)

Please review your address information and update if necessary. your tuition, contact your college's admissions office.

[View E-mail Addresses](#)

[Update E-mail Addresses](#)

[View Emergency Contacts](#)

[Update Emergency Contacts](#)

[View Ethnicity and Race](#)

[Name Change Information](#)

[Social Security Number Change Information](#)

[View Email Password](#)

6. Click on the **Update Addresses and Phones** link.

Note: Click on the hyperlinks to update address and phone numbers.

7. To update the phone number(s) that is on file for you, click the **Primary** link under the **Phones** column.

Update Addresses and Phones - Select Address

Update an existing address by selecting the link next to the corresponding address. Insert  Entering overlapping dates may change the effective dates on existing address records

Change of address information and USPS forms are available through [this link](#).

Addresses and Phones

Permanent

Phones

Current: Mar 26, 2015 to (No end date) **Primary**: None Provided

123 Test Street
San Antonio, Texas 78205
Bexar

Type of Address to Insert:

8. Enter today's date (MM/DD/YYYY) in the **Valid From This Date** field:

Permanent

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

House Number:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

Country Code	Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>

Phone Type	Country Code	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Permanent	<input type="text" value="210"/>	<input type="text" value="533"/>	<input type="text" value="6789"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business or Work	<input type="text" value="210"/>	<input type="text" value="485"/>	<input type="text" value="0438"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone	<input type="text" value="210"/>	<input type="text" value="889"/>	<input type="text" value="7777"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Notes:**
- Although an "Emergency" Phone Type is listed in the drop-down list, alert notifications are only sent to the **Permanent, Business or Work, or Cell Phone** Types. You may use any of the Phone Types that display under the drop-down arrow so that your employee record includes all your phone numbers.
 - If the same Phone Type is used more than once, the alert notifications will be sent only to the *most recently* updated phone number of that Phone Type.
 - Above the Phone Type area, a "Primary Phone Number for This Address" area will display. The Primary Phone Type is the same as a Permanent Phone Type.

9. The updated phone numbers will appear on the screen.

Update Addresses and Phones - Select Address

Update an existing address by selecting the link next to the corresponding address. If  Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

Addresses and Phones

Permanent	Phones
Current: Mar 26, 2015 to (No end date)	Primary: None Provided
123 Test Street	Permanent: 210-5336789
San Antonio, Texas 78205	Business or Work: 210-4850438
Bexar	Cell Phone: 210-8897777

Type of Address to Insert:

10. To update e-mail addresses, click the **Update E-mail Addresses** link from the **Personal Information** page.

Personal Information

[Change Security Question](#)
[View Addresses and Phones](#)
[Update Addresses and Phones](#)
[View E-mail Addresses](#)
[Update E-mail Addresses](#)
[Directory Profile](#)
[View Emergency Contacts](#)
[Update Emergency Contacts](#)
[View Ethnicity and Race](#)
[Update Ethnicity and Race](#)
[Update Marital Status](#)
[Name Change Information](#)
[Social Security Number Change Information](#)
[Change your PIN](#)
Need to update your PIN? [Change it here.](#)

11. Your @alamo.edu email address will automatically display as your Preferred email address and cannot be edited.

- **Alert notifications will only be sent to the @alamo.edu email address and to the most recently updated "Personal E-Mail Type" address that you have on file (if any).**

- With the exception of the @alamo.edu email address, you can edit any other email address that may display in your account. In this example, the Personal E-Mail is outdated. To edit the email address, the yflores@yahoo.com link will be clicked.

- The next screen allows us to edit the email address. In this example, the email address was changed from yflores@yahoo.com to yflores@gmail.com and **Submit** was clicked.

Update E-mail Addresses - Select Address

Update an existing e-mail address by selecting the link. Insert a new e-m.

E-mail Addresses

Alamo Colleges E-Mail

yflores@alamo.edu Preferred

Personal E-Mail

yflores@yahoo.com

Type of E-mail to Insert:

Update E-mail Addresses - Update/Insert

E-mail must be entered for an e-mail address update or insert; all other fields are opti

Personal E-Mail

E-mail:

Comment:

Delete this address:

Preferred Alamo Colleges E-Mail

yflores@alamo.edu

12. The updated email address will appear on the screen.

Update E-mail Addresses - Select Address

Update an existing e-mail address by selecting the link. Insert a new e-mail

E-mail Addresses

Alamo Colleges E-Mail

yflores@alamo.edu Preferred

Personal E-Mail

yflores@gmail.com

Type of E-mail to Insert:

Submit

13. To **add a new email address** to your employee record:

- Click the **Type of E-mail to Insert** drop-down arrow.
- Select the appropriate E-mail Type and click **Submit**.
- Type the full email address and click **Submit**.

Update E-mail Addresses - Select Address

Update an existing e-mail address by selecting the link. Insert a new e-mail

E-mail Addresses

Alamo Colleges E-Mail

yflores@alamo.edu Preferred

Personal E-Mail

yflores@gmail.com

Type of E-mail to Insert:

Submit

If you need technical assistance, please contact Support Central at (210) 485-0555 and select Option 4.