

## ACSIS

ACSIS is the Algonquin College Student Information System. You are able to access your College username and password, student timetable, exam schedule and grades among other things through ACSIS.

### Logging into ACSIS for the First Time

1. Launch Internet Explorer
2. Type in the following Website: <https://acsis.algonquincollege.com/>
3. The ACSIS login page will appear (*see Figure 1*)

The screenshot shows the ACSIS login page with the following elements:

- Header:** ALGONQUIN COLLEGE logo and "Welcome to Algonquin College Student Information System ACSIS".
- Form Fields:** "Number:" and "Password:" input boxes. The "Number:" box contains "eg: 040220987" and the "Password:" box contains "e.g. 12-mar-1980".
- Annotations:** A red box highlights the "Number:" and "Password:" fields with the text: "Enter your Algonquin student number and your date of birth in these EXACT formats (including the HYPHENS for your date of birth)". Red arrows point from this box to the respective input fields.
- Buttons:** "Forgot your Password?" and "login".
- Text:** "Your student number should not contain any spaces or hyphens and should be in the form 040220987." and "If this is your first login your password is your Date of Birth in the following format: dd-mmm-yyyy (e.g. 12-mar-1980) hyphens included."
- Footer:** "Problems logging in? Read our [login FAQ](#)".
- Additional Text:** "General Education electives on ACSIS from June 12 to August 1, 2006."

*Figure 1*

4. In the **Student Number:** box, enter your Algonquin student number
5. In the **Password:** box, enter your date of birth with in the following format:  
**12-mar-1980 (you MUST include the hyphens)**
6. Click on the *login* button
7. Read and accept the Terms of Agreement
8. Click on the *Continue* button
9. You will then be taken to the Update PIN page (*see Figure 2*) – **on this page, you will be changing your ACSIS password from your *date of birth* to a password of your choice**

<b>New PIN:</b>	<input type="text"/>	Your PIN must be between 6 and 12 characters in length, and can contain numbers and/or letters. PINs are case-sensitive and may not contain spaces.
<b>Confirm PIN:</b>	<input type="text"/>	
<b>Security Question:</b>	<input type="text"/>	<b>Answer:</b>
	<input type="text"/>	<input type="text"/>
<input type="button" value="Update PIN"/>		

*Figure 2*

10. Enter a password between 6 and 12 characters (**letters and/or numbers only**) in the **New PIN:** box
11. Enter the password again in the **Confirm PIN:** box
12. Select a security question (*see Figure 3*)

<b>New PIN:</b>	<input type="text" value="....."/>	
<b>Confirm PIN:</b>	<input type="text" value="....."/>	
<b>Security Question:</b>	<input type="text"/>	<b>Answer:</b>
	<input type="text"/>	<input type="text"/>
<input type="button" value="Update PIN"/>		

City of Birth  
 Favourite Song  
 Graduating High School  
 Memorable Date  
 Mother's Maiden Name  
 Pet's Name

*Figure 3*

13. Enter the answer for your security question (*see Figure 4*)

## UpdatePIN

Your PIN is the 'secret' combination of letters and/or numbers that secures your account. Treat the PIN like your bank machine number and be careful not to give it to anyone.

Without this unique PIN you will not be able to access your account.

<b>New PIN:</b>	<input type="text" value="....."/>	Your PIN must be between 6 and 12 characters in length, and can contain numbers and/or letters. PINs are case-sensitive and may not contain spaces.
<b>Confirm PIN:</b>	<input type="text" value="....."/>	
<b>Security Question:</b>	<input type="text" value="Pet's Name"/>	<b>Answer:</b>
	<input type="text"/>	<input type="text" value="Kirby"/>
<input type="button" value="Update PIN"/>		

Figure 4

14. Click on the *Update PIN* button
15. You will now be taken to the main page of ACSIS

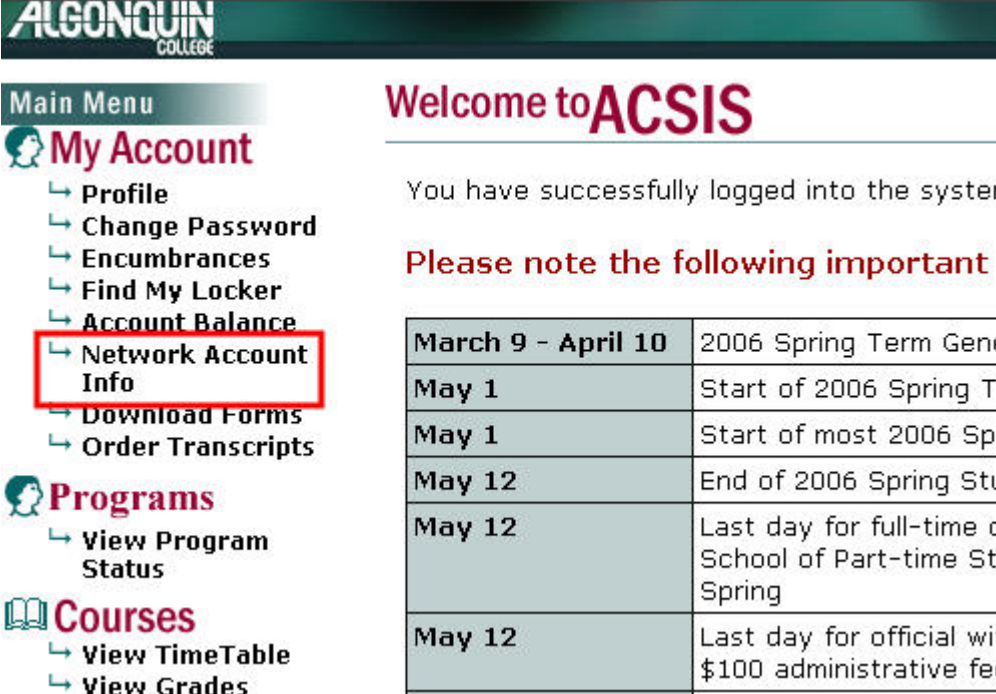
### Retrieving your Algonquin College Username and Password

Your Algonquin username and password is used for the following:

- Authenticating to the wireless network
- Accessing Blackboard
- Accessing your Algonquin College email (webmail.algonquincollege.com)
- Access to the lab computers at the College

In the main page of ACSIS:

1. Click on *Network Account Info* on the left-hand side (*see Figure 5*)



The screenshot shows the ACSIS main page. At the top left is the Algonquin College logo. Below it is a 'Main Menu' section with three categories: 'My Account', 'Programs', and 'Courses'. Under 'My Account', there is a list of links: Profile, Change Password, Encumbrances, Find My Locker, Account Balance, Network Account Info (highlighted with a red box), Download Forms, and Order Transcripts. To the right of the menu is a 'Welcome to ACSIS' header. Below the header, it says 'You have successfully logged into the system'. Underneath that is a section titled 'Please note the following important' followed by a table of dates and events.

Please note the following important	
March 9 - April 10	2006 Spring Term Gene
May 1	Start of 2006 Spring T
May 1	Start of most 2006 Sp
May 12	End of 2006 Spring Stu
May 12	Last day for full-time c School of Part-time St Spring
May 12	Last day for official wi \$100 administrative fe

Figure 5

2. You will be taken to the **Network Account** page where you will find your Algonquin College username and password (*see Figure 6*)

## NetworkAccount

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**Your Algonquin College Network Account AND Blackboard Account details are as follows:**

User ID: **user0000**

Initial Password : **12345678**

This Network Account ID is the first part of your college email address:  
@algonquincollege.com

*Figure 6*

**NOTE: If the User ID: field is blank, your Algonquin account has not been created. This may be the result of not paying your technology fee or late registration. Please contact the Registrar's Office to verify that you have paid your \$50.00 technology fee and allow for up to 3 business days after registration for your account to be created.**