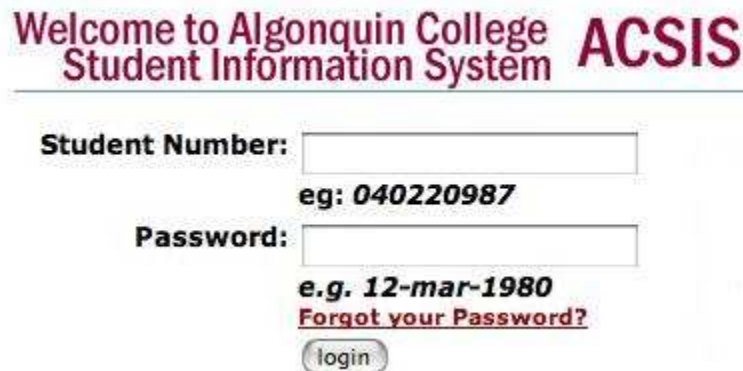


ACSIS

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



Welcome to Algonquin College Student Information System ACSIS

Student Number:
eg: 040220987

Password:
e.g. 12-mar-1980
[Forgot your Password?](#)

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 Use 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**

Update PIN

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.

The screenshot shows a form with the following elements:

- New PIN:** A text input field containing six dots.
- Confirm PIN:** A text input field containing six dots.
- Security Question:** A dropdown menu with a blue arrow icon.
- Answer:** A text input field.
- Update PIN:** A rounded button.
- 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."

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*)

The screenshot shows a form with the following elements:

- New PIN:** A text input field containing six dots.
- Confirm PIN:** A text input field containing six dots.
- Security Question:** A dropdown menu with a checkmark icon and a list of options: City of Birth, Favourite Song, Graduating High School, Memorable Date, Mother's Maiden Name, and Pet's Name (highlighted in blue).
- Answer:** A text input field.
- Update PIN:** A rounded button.
- 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."

Figure 3

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

The screenshot shows a form with the following elements:

- New PIN:** A text input field containing six dots.
- Confirm PIN:** A text input field containing six dots.
- Security Question:** A dropdown menu with "Pet's Name" selected.
- Answer:** A text input field containing "kirby".
- Update PIN:** A rounded button.
- 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."

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 Algonquin College ACSIS main page. The 'Main Menu' on the left includes 'My Account', 'Programs', and 'Courses'. Under 'My Account', 'Network Account Info' is highlighted with a red box. The main content area features a 'Welcome to ACSIS' header, a message stating 'Your PIN was successfully' and 'You have successfully logged', and a note about the 2006 Fall Timetable. Below the note is a table with dates and corresponding events.

March 9 - April 10	2006 S
May 1	Start of
May 1	Start of

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

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

User ID:User0001

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.