

Registering and Paying Online for Classes Through ACC

Previous students of ACC or Acting School

This looks much more complicated than it is!

If you have never used ACC's online system, you will need your online eID and create a password. **If you do not know your eID, please call us for assistance. For us to locate that number, we will need: last 4 digits of your SS#, last name, birthdate, (month/day/year).** Or you can locate it below. Follow prompts.

- 1) Click ACC's Home page: www.austincc.edu
- 2) At the top of the page, you will see **ACCeID**. Click on that.
- 3) To locate your eID, click on **Find ACCEID** – fill out needed info. Your eID will begin with the first letter of your first name followed by numbers. First-time users click on **Activate your ACCEID**, (*it may already be activated*), then click on **First-Time Login** so you can create a password.
- 4) Follow the prompts then check that you have reviewed the privacy policy.
- 5) Create your password.
- 6) Log-out and then follow the instructions below to register and pay. (The log-out is a security measure.)

Now that you have your eID and password, go to ACC's Home Page: www.austincc.edu

- 1) At the top of the page, click **Online Services**
- 2) Click on **Continuing Education Login** (4th orange box)
- 3) Click under REGISTRATION, "I have attended ACC and know my ACCEID.
- 4) Login
- 5) Under REGISTRATION, Click "Register and Pay for Cont. Ed. Classes.
- 6) When you see the screen that reads "Register and Pay for Continuing Education Classes," choose "Search by Class Title." If you have problems with that, let us know and we'll get you further information.
- 7) Check the appropriate class, click **Submit**,
- 8) Either answer or not the Additional Registration Info., click **Submit**
- 9) Then choose: "Register now and check out" and "Payment type", then click **Submit**.
- 10) PROCESSING MY CREDIT CARD PAYMENT, Click **Continue**.

****** Let us know via our email address that you have completed registration so that we can confirm that you are on the roster. theactorschool@austincc.edu**

If you have difficulty with this process, you can call ACC's help desk at **512-223-4636**. Alternatively, you can drop in to ACC's Highland Mall location and register/pay in person with credit card, cash, check or money order.