REGISTRATION CHECKLIST

Below are the steps to help you register with Austin Community College for the 1st time.

START YOUR APPLICATION

☐ Create an Application Account – Name, Address, Email, and contact information.
https://www.austincc.edu/admissions/apply-now

☐ Request an official copy of your high school transcript or GED diploma. This can be done by your high school or an online company. There is usually a small fee.
If the service asks for an email address, the transcript must be sent to acc.records@austincc.edu. It can take 24-72 hours for transcripts to be received.
IMPORTANT: Scanned and emailed copies are not acceptable.
Mailed send to:
Austin Community College
Admissions & Enrollment
P.O. Box 15306
Austin, TX 78761

NOW IT IS TIME TO ACTIVATE YOUR ACCeID AND ACCmail

☐ Once admitted, retrieve your ACCeID. This will be sent to your email account you used to register. Your ACCeID will be used to review the orientation module and gain access to your online student tools.
Activate your ACCmail account to receive official communication from the college and your professors.

You can copy the link below for step-by-step instructions

https://www.austincc.edu/help/acceid/activate-your-acceid-step-by-step-instructions

1. Visit the ACCmail Account Management Area.
2. Input your **ACCeID** and password where indicated.
3. Click Login.
4. Confirm your ACCmail account in the window.
5. Click Submit. You will be directed to a page to confirm the ACCmail address and password.
6. Create an account password. It must contain at least 8 characters including 1 numeral.
7. Repeat your new password in the Confirm window.
8. Click Submit. You now may log in to your ACCmail account after the 24 hour activation period.

TEACHER TRAC PROJECT INSTRUCTIONS AND APPLICATION

☐ You are now ready to complete the application for Teacher TRAC. Use the link below for the application and instructions.
When completing your TTRAC application you must use you ACC email account. All communication with ACC will be done using your ACC email account.

https://education.austincc.edu/childdev/wp-content/uploads/sites/3/2022/10/Teacher-TRAC-application-Spring-2023-1.pdf