

## Staying in Touch with ACC

As you may have noticed ACC often communicates with students via email. Whether the message is a notice for an activity sponsored by the Student Affairs office, an update on your tuition bill or COF stipend, or a transcript evaluation, having current, working contact information is vital to staying connected with ACC faculty and staff. This reliance on email is not going to stop on campus or in other parts of our community.

To make communication between the school and students easier, ACC now offers a student email account free of charge. You do not need a computer at your home in order to access this email account. Computers are available on campus for you to quickly check your email account and receive information distributed by ACC. Staying in touch with ACC does not have to be expensive or inconvenient. In fact, you can activate your student email account so any messages sent to that address are forwarded directly to your personal email address (Yahoo!, Gmail, ect.).

If you have not already activated your student email account, please do so immediately. Communication through the student email account is now the primary form of communication from ACC to students.

For directions on how to open your student email account, please click [here](#). Questions about activating your student email account should be directed to Information Central (303.797.5621). If you have already activated your student email account but have a question regarding that account, check out the student email [FAQ's](#).

Updating your phone number and mailing address is easy too; simply log onto BANNER though ACC's homepage by clicking on the "[My Community Education](#)" link. After entering your Student ID (this is NOT your Social Security number; it begins with "S") and PIN, follow the "Personal Information" link. This process will allow you to update a mailing address and phone numbers. Keeping your mailing address as well as telephone number up-to-date will ensure that you receive important information, such as degree audits when you have applied for graduation or a notification of class cancellation. If you are having difficulty updating your contact information please do not hesitate to stop by Information Central for assistance.