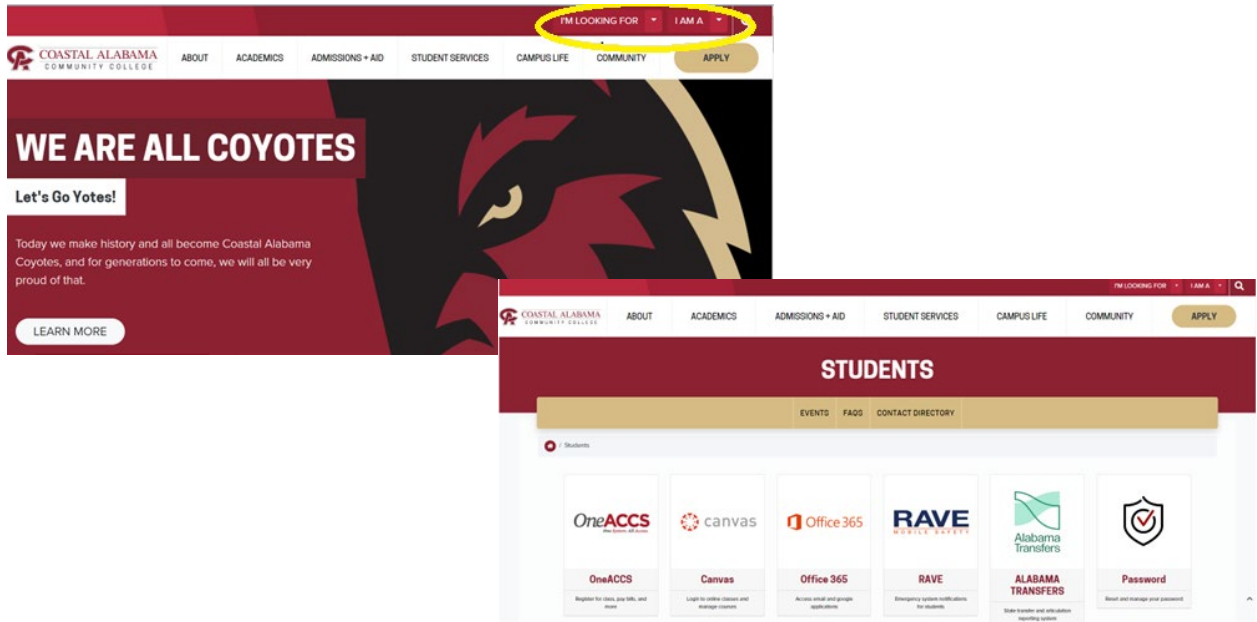




Coastal Alabama High School Programs STUDENT INFORMATION GUIDE

All portals are found on the Students Page at www.coastalalabama.edu/students
From the main page, select “I AM A” on the top right and then select “CURRENT STUDENT”



IMPORTANT

ACCESS YOUR COASTAL STUDENT EMAIL ACCOUNT BEFORE LOGGING INTO ANY OTHER ACCOUNTS

Student Email: Select “Office365”

Enter your Coastal student email: _____@student.coastalalabama.edu

- If you have not accessed your email previously, your default temporary Coastal email password is “Coastal” followed by your six-digit birthday.
 - For example, if your birthday is May 3, 2004, your temporary Coastal email password is “Coastal050304”
 - Use your phone to authenticate your account when first logging in.
- If you have accessed your email account before and do not remember your Coastal email password,
 - Type your student email address and click "Next"
 - Click on "Forgot my password"
 - Follow the instructions to reset your password.

Student Account: Select “OneACCS”

Username: your full Coastal student email

Password: same as your student email

- You **MUST** access your student email before accessing OneACCS.

If you are having trouble logging in, please contact the Help Desk at 251-580-4900
Have your student A Number ready!



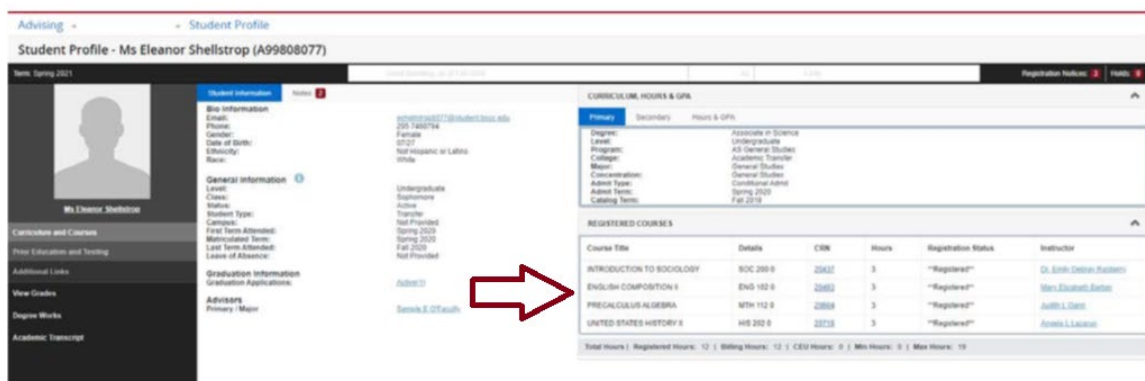
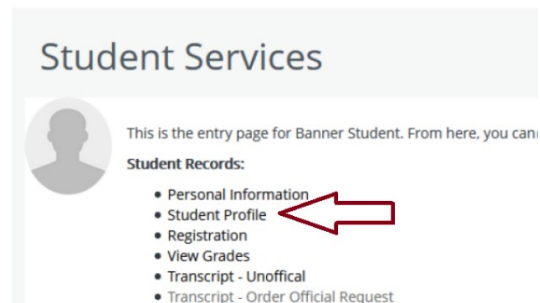
Coastal Alabama High School Programs STUDENT INFORMATION GUIDE

How to Find Your Class Schedule:

Login to OneACCS

Select “Student Profile” from the Student Services page

View your course schedule on the bottom right of the profile page. Make sure you have the correct term selected!



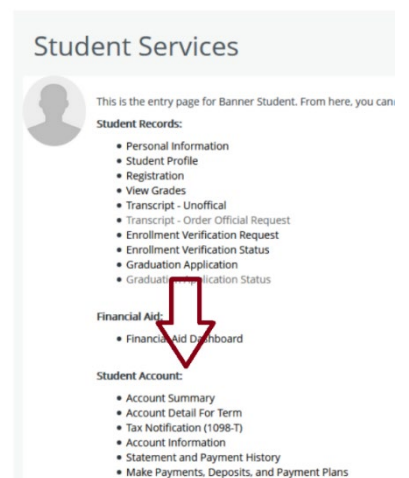
How to View/Pay Your Account Balance:

Login to OneACCS

From the Student Services Page, select “Account Detail for Term” to view balances.

Select “Make Payments, Deposits, and Payment Plans” to access the online payment system (Touchnet).

Note: the business office cannot take payment over the phone.



How to Find Your Unofficial Transcript:

Login to OneACCS

Select “Transcript-Unofficial” from the Student Services page, then “Academic Transcript” from your profile page.

- For Transcript Level, select “All Levels”
- For Transcript Type, select “Unofficial Web Transcript”

If you are having trouble logging in, please contact the Help Desk at 251-580-4900
Have your student A Number ready!



Coastal Alabama High School Programs STUDENT INFORMATION GUIDE

How to Order a Parking Pass:

If you plan to drive to a campus, you must have a pass for on-campus parking, or your vehicle may be ticketed/towed!

You will need your license number, tag number, and access to an electronic payment method.

1. Visit www.coastalalabama.edu
2. Select "ABOUT" and then "Safety and Security" under Campus Locations
3. Select "Parking Decals" under Learn More
4. Select "Register for a Parking Decal"
5. Select "Register/Purchase Permits"

How to order a Student ID:

Students who do not have a valid, government issued photo ID (driver's license, permit or ID) will need a student ID for online classes. ID holders can also get discounts at many establishments and online platforms!

Students may have an ID made at a Coastal Library or request one via email. ID's can be made at the **Bay Minette, Brewton, or Thomasville** Campus Libraries.

To request an ID via email, send the following information to **StudentID@CoastalAlabama.edu** from your Coastal Alabama email account:

- Name
- Student A number
- Campus (if you are taking online classes only, you can list your campus as **Online**)
- Mailing address (to send the ID)
- Attach a Passport-quality picture or a cell phone selfie with a light, solid background (no car selfies, hats, or sunglasses).
- Any form of picture ID (high school ID, work ID, driver's license, or government issued ID card OR your FB/Instagram photo that has your name on it and shows the account name). Please do **not** send a picture of your Social Security card.

If you are having trouble logging in, please contact the Help Desk at 251-580-4900
Have your student A Number ready!