

All San Jacinto College students are required to retrieve their account before they can access a majority of College systems. The Account Claim Process allows new users to generate security questions for their account, create a password, and retrieve their User ID. Users can claim their account by completing the following steps:

1. Visit the SOS Login page at www.sanjac.edu/soslogin and click on the **please click here to claim your account** link.

SOS Login

Welcome to SOS...the secure San Jacinto College Online System for Students (Credit and Continuing Education) and Employees.

Students	Employees
If you are a First Time User or have never claimed your account or set up a password for SOS, please click here to claim your account . Please use your Student ID 'G' Number (ex. G00430697) and the password chosen when your account was claimed to log into your account.	Please use your network ID (firstname.lastname) and your network password when logging into your account. Please note that if this is your first time logging into SOS, you will need to have already logged into a San Jac campus computer.
Forgot Your Password?	
Students may change their SOS password by using the Access Request Management System .	Employees who need to reset their password will need to call Tech Support at 281-998-6137.

User ID:

Password:

[Forgot Password](#)

- Under Step 1, enter your first name, last name, zip code, and date of birth in the provided fields. When typing in your date of birth, please ensure it is typed in the following format: MM/DD/YYYY (Example: 06/09/1985)

Step 1

Answer the following questions to claim your account:

First Name: *

Last Name: *

Home Zip Code: *

Birth Date mm/dd/yyyy: *

User Agreement

[Computer Usage Policy](#)

Certify that I have read the policy on computer privileges and responsibilities and I agree to abide by this policy. *

Next

IMPORTANT NOTE:

The information provided on this screen **MUST** match what was provided on the application.

Additionally, please ensure that you use the correct format for the **Date of Birth** field (slashes must be included).

If either of these are not followed, you will receive an **Incorrect Answers** error message and will be forced to start over.

- Click on the **Computer Usage Policy** link and read the document (opens in a new window).
- Place a check in the box next to **I certify that I have read the policy on computer privileges and responsibilities and I agree to abide by this policy** and then click on **Next**

Step 1

Answer the following questions to claim your account:

First Name: *

Last Name: *

Home Zip Code: *

Birth Date mm/dd/yyyy: *

User Agreement

[Computer Usage Policy](#)

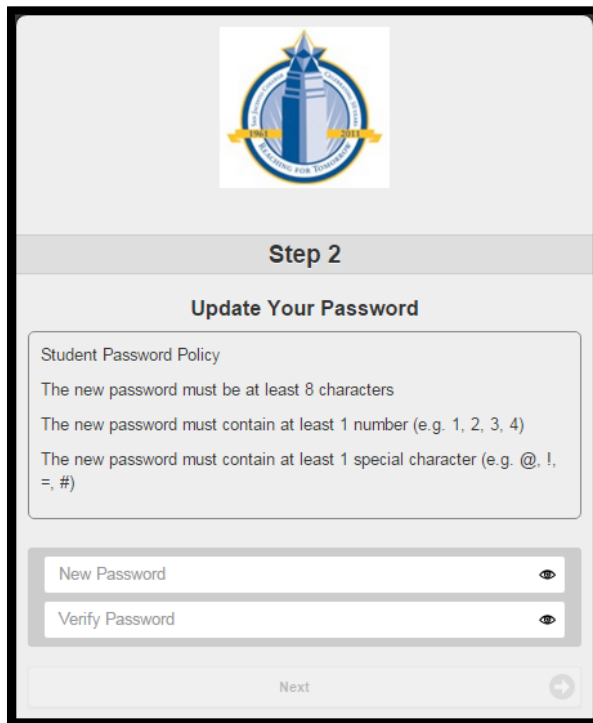
Certify that I have read the policy on computer privileges and responsibilities and I agree to abide by this policy. *

Next

IMPORTANT NOTE:

If you forget to place a check in the provided box indicating you have read the **Computer Usage Policy**, you will receive an **Incorrect Answers** error message and will be forced to start over.

- On the next page, enter a password for your account in the **New Password** and **Verify New Password** fields. Once entered, click on **Next**. Password must be at least 8 characters long, contain at least 1 number, and at least 1 special character.

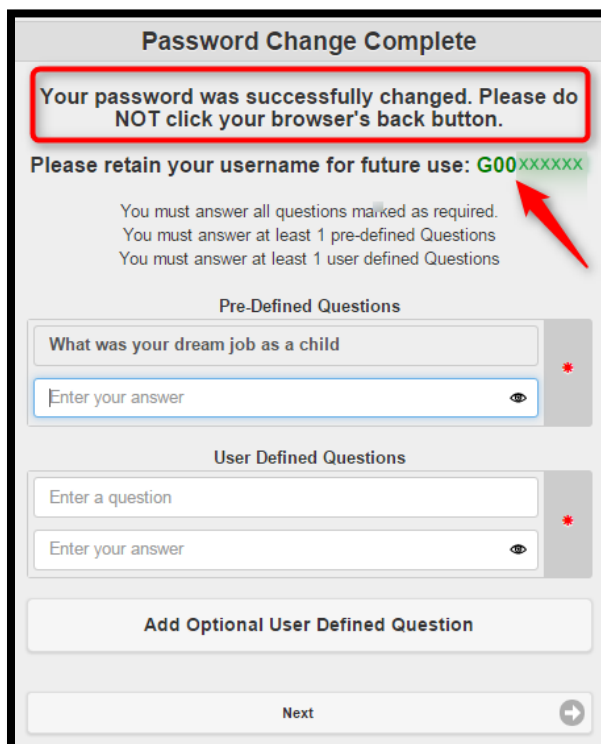


The screenshot shows a web page titled "Step 2 Update Your Password". At the top is the SJC logo. Below the title is a box containing the "Student Password Policy":

- The new password must be at least 8 characters
- The new password must contain at least 1 number (e.g. 1, 2, 3, 4)
- The new password must contain at least 1 special character (e.g. @, !, =, #)

Below the policy are two input fields: "New Password" and "Verify Password", each with a toggle icon for visibility. At the bottom is a "Next" button with a right-pointing arrow.

- On the next page, you will receive confirmation that your password has successfully been changed. In addition, note the provided G# (username) for future use.



The screenshot shows a confirmation page titled "Password Change Complete". A red box highlights the message: "Your password was successfully changed. Please do NOT click your browser's back button." Below this, it says "Please retain your username for future use: G00XXXXXX" with a red arrow pointing to the text. Further down, there are instructions: "You must answer all questions marked as required. You must answer at least 1 pre-defined Questions. You must answer at least 1 user defined Questions".

There are two sections of questions:

- Pre-Defined Questions:** A question "What was your dream job as a child" with a red asterisk and an input field "Enter your answer".
- User Defined Questions:** A question "Enter a question" with a red asterisk and an input field "Enter your answer".

At the bottom is a button "Add Optional User Defined Question" and a "Next" button with a right-pointing arrow.

7. Enter an answer in the provided text field for the displayed **Pre-Defined Questions**.
8. If you would like to add an additional security question, click on **Add Optional User Defined Question**. Each click will add another security questions to your account.
9. If you would like to remove the question, click the **delete (trash can)** button.

The screenshot shows a form titled 'You must answer all questions marked as required. You must answer at least 1 pre-defined Questions. You must answer at least 1 user defined Questions'. It is divided into two sections: 'Pre-Defined Questions' and 'User Defined Questions'. The first pre-defined question is 'What was your dream job as a child' with a red box around the question and a red asterisk. The second pre-defined question is 'What city were you born in?' also with a red box and asterisk. Below these is a section for 'User Defined Questions' with a text input field 'Enter a question' and an answer field 'Enter your answer'. A red arrow points from the 'Enter a question' field to a trash can icon (delete button). At the bottom, there is a button 'Add Optional User Defined Question' and a 'Next' button with a right arrow.

IMPORTANT NOTE:

By answering these questions, you will have full access to reset your password online in the event that you forget your password in the future.

Students should provide answers that are accurate and easy to remember.

Answers must be at least three characters long.

10. Once finished, click on **Next**.
11. You will now receive a message stating **Your challenge questions were successfully updated**. You may now close your browser or click on any of the two links provided on this page.

The screenshot shows a 'Complete' message screen. It says 'Your challenge questions were successfully updated.' Below that, it says 'Please retain your username for future use: G00XXXXXX'. At the bottom, there are two links: 'Click Here to Login to SOS (San Jacinto College Online System)' and 'Click Here to return to the SanJac Homepage'. The screen is powered by Identity Automation.

At this point, your account has successfully been claimed. You should now be able to login to apply for scholarships at <https://sjcd.academicworks.com>. Once you are notified by the San Jacinto College Admissions Office/Enrollment Management Center that you have been accepted, you may visit the SOS System at www.sanjac.edu/soslogin and verify you are able to log into SOS with your G# and the password you created.