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](http://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.

<table>
<thead>
<tr>
<th>Students</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>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.</td>
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</table>

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:  
Login  
Forgot Password
2. Under Step 1, enter your first name, last name, zip code, and date of birth in the provided fields. When selecting the date of birth field, you will receive a calendar pop-down. Use the available drop-down menus to select the month/year and then click on the correct date.

_Tip: You can also manually enter the date in a MM/DD/YYYY format (Example: 06/09/1985)._
5. 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.

6. 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.
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 question to your account. For each entry, add a question in the left text field and an answer in the right text field.

9. If you would like to remove the question, click the Remove Optional User Defined Question button.

10. Once finished, click on Next.

11. You will now receive a message stating Your challenge questions were successfully updated. You may now exit the system at this time.

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.