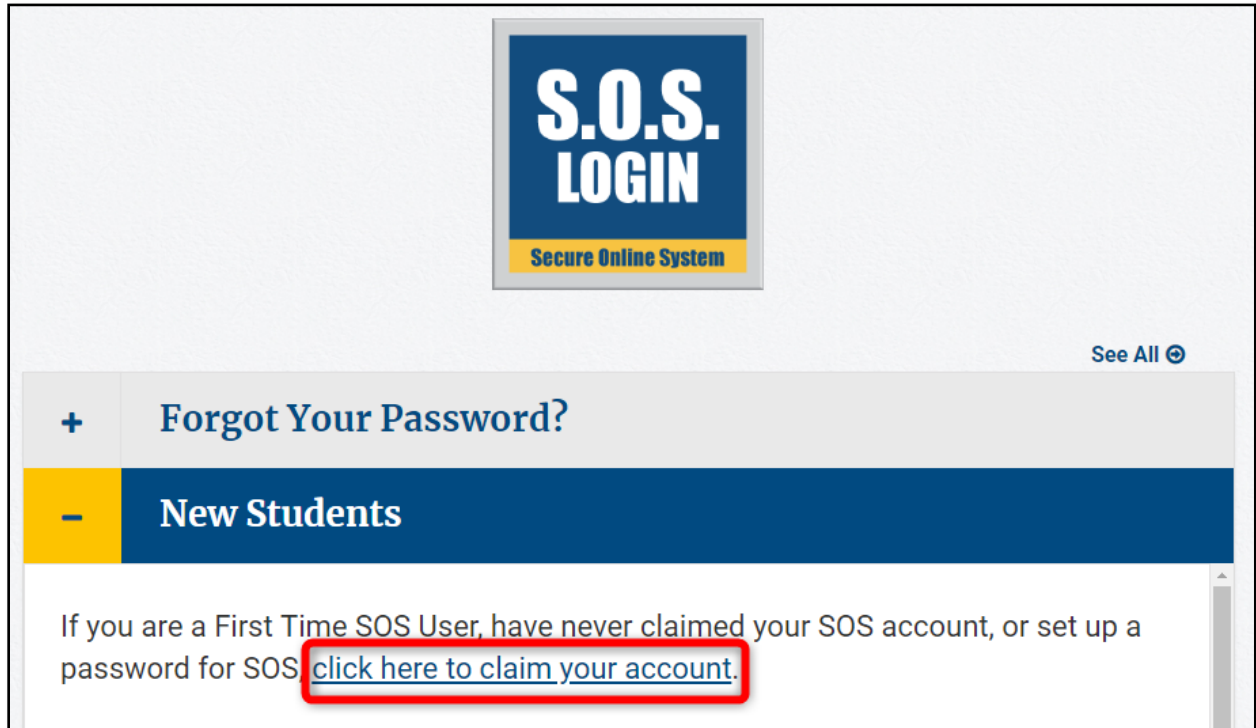



All San Jacinto College students are required to retrieve their account before they can access a majority of College systems. The Account Claim Process allows new users to generate security questions for their account, create a password, and retrieve their User ID (G#). Users can claim their account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

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



- 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: 06/06/2000)



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](#)

I 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 the **Claim My Account Operation Failed** 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**

User Agreement

[Computer Usage Policy](#)

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

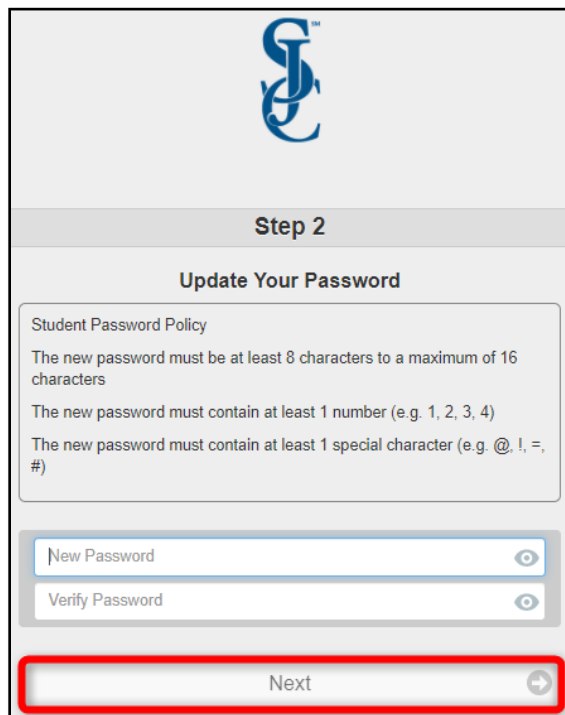
Next 

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.

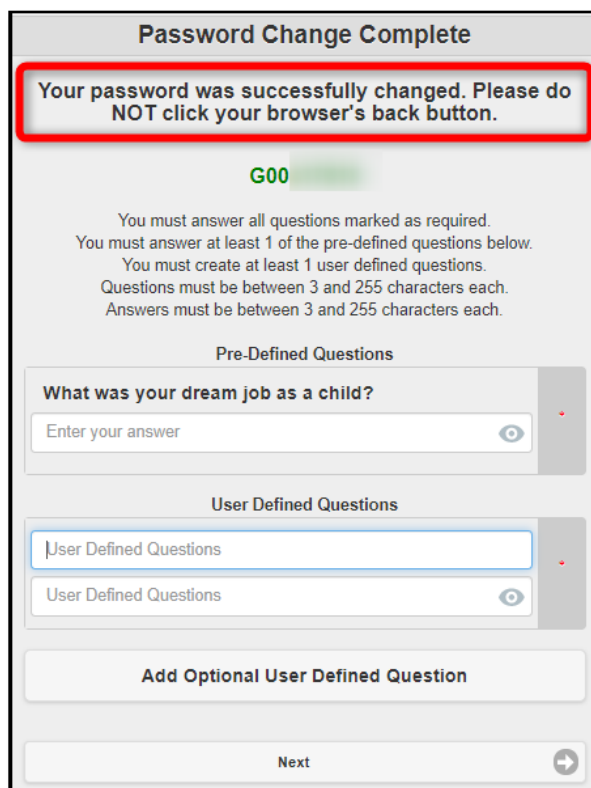
If you encounter any difficulties claiming your account, please contact Tech Support at 281-998-6137.

- 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 form titled "Step 2 Update Your Password". At the top is the SJC logo. Below the title is a "Student Password Policy" section with three bullet points: "The new password must be at least 8 characters to a maximum of 16 characters", "The new password must contain at least 1 number (e.g. 1, 2, 3, 4)", and "The new password must contain at least 1 special character (e.g. @, !, =, #)". Below the policy are two password input fields: "New Password" and "Verify Password", each with a toggle icon. At the bottom is a "Next" button with a right arrow, which is highlighted with a red rectangular border.

- 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-bordered box highlights the message: "Your password was successfully changed. Please do NOT click your browser's back button." Below this is a green "G00" label. The page lists instructions: "You must answer all questions marked as required. You must answer at least 1 of the pre-defined questions below. You must create at least 1 user defined questions. Questions must be between 3 and 255 characters each. Answers must be between 3 and 255 characters each." There are two sections: "Pre-Defined Questions" with one question "What was your dream job as a child?" and a text input field; and "User Defined Questions" with two empty text input fields. At the bottom is an "Add Optional User Defined Question" button and a "Next" button with a right arrow.

7. Enter an answer in the provided text field for the displayed **Pre-Defined Questions**. The response must be at least three characters long.
8. Under **User Defined Questions**, type in your own question and provide an answer to that question. 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 web form for setting up security questions. It is divided into two sections: 'Pre-Defined Questions' and 'User Defined Questions'. In the 'Pre-Defined Questions' section, the question 'What was your dream job as a child?' is highlighted with a red box. In the 'User Defined Questions' section, two questions are listed: 'What city was I born in?' and 'What is my favorite baseball team?'. The second question is highlighted with a red box, and a red arrow points to a trash can icon on its right side, indicating the delete function. Below the questions is a button labeled 'Add Optional User Defined Question' and a 'Next' button with a right-pointing 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. At the top, it says 'Complete'. Below that, it reads 'Your challenge questions were successfully updated.' followed by 'Please retain your username for future use:'. The username 'G00' is displayed in green. At the bottom, there are two buttons: 'Click Here to Login to SOS (San Jacinto College Online System)' and 'Click Here to return to the SanJac Homepage'. Both buttons are highlighted with red boxes.

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.