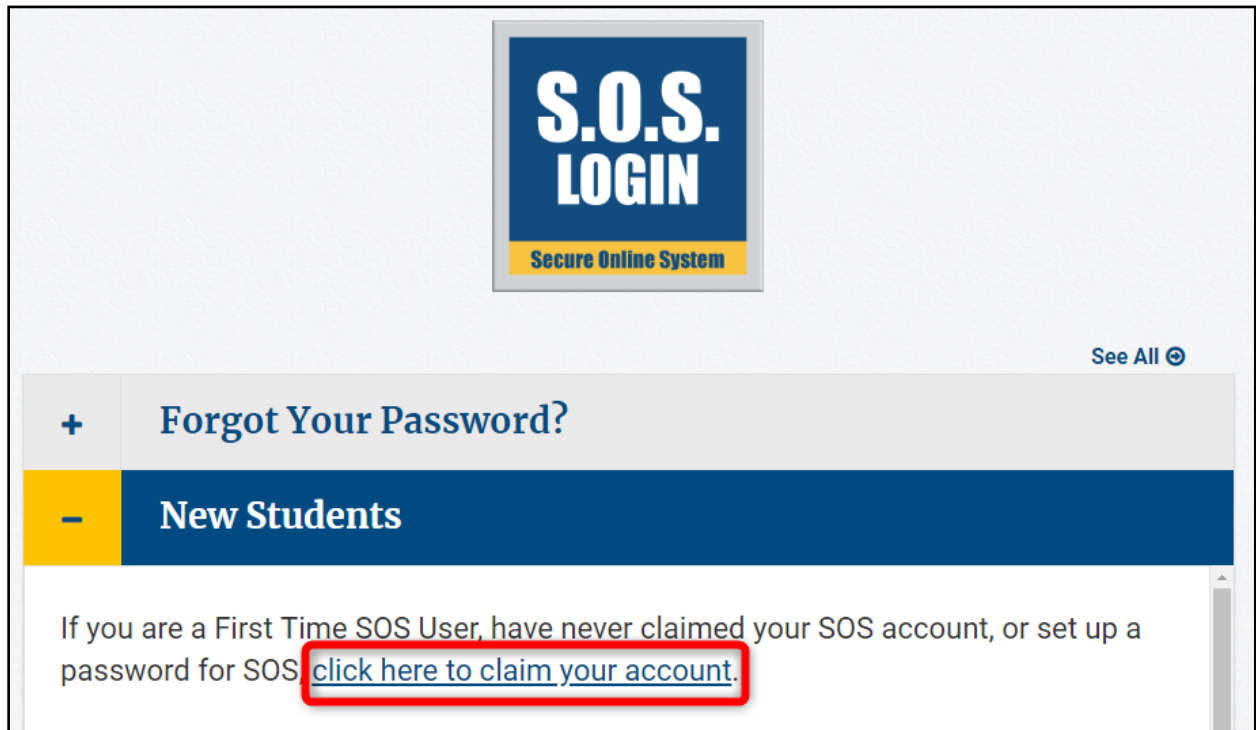


All San Jacinto College students are required to retrieve their account before they can access a majority of College systems. The Account Claim Process allows new users to generate security questions for their account, create a password, and retrieve their User ID (G#). Users can claim their account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

1. Visit the SOS Login page at [www.sanjac.edu/soslogin](http://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: YYYY-MM-DD (Example: 2020-06-06)

Step 1

Answer the following questions to claim your account:

First Name: \*

Last Name: \*

Home Zip Code: \*

Birth Date yyyy-mm-dd: \*

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 (dashes 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](#)

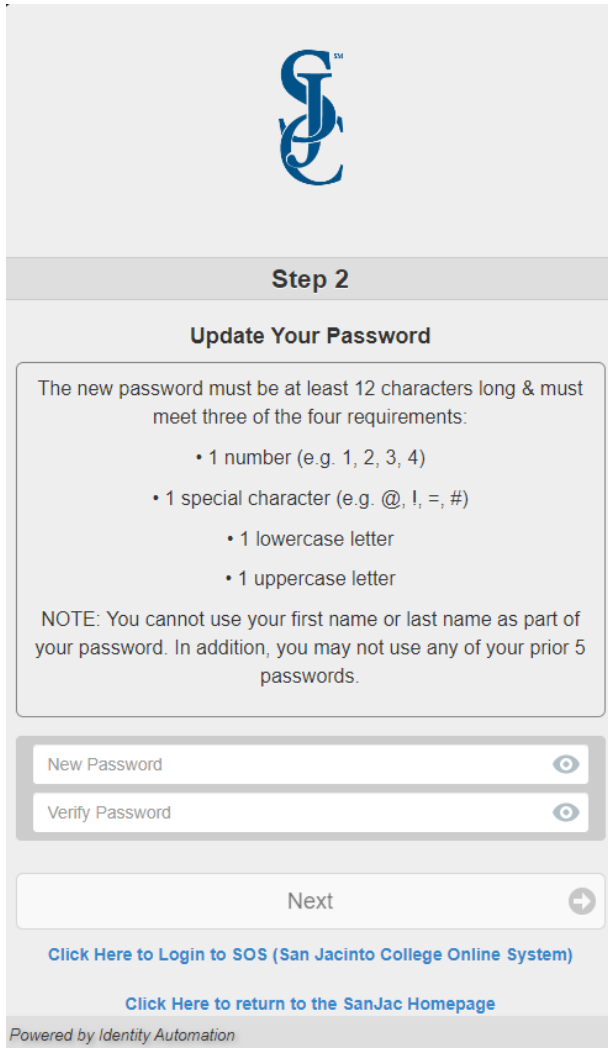
I certify that I have read the policy on computer privileges and responsibilities and I agree to abide by this policy. \*

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.

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 12 characters long, contain at least 1 number, at least 1 special character, 1 lowercase letter, and 1 uppercase letter.



The screenshot shows a web page for updating a password. At the top is the San Jacinto College logo. Below it is a grey bar with the text "Step 2". Underneath is the heading "Update Your Password". A box contains instructions: "The new password must be at least 12 characters long & must meet three of the four requirements:" followed by a bulleted list: "• 1 number (e.g. 1, 2, 3, 4)", "• 1 special character (e.g. @, !, =, #)", "• 1 lowercase letter", and "• 1 uppercase letter". Below this is a "NOTE: You cannot use your first name or last name as part of your password. In addition, you may not use any of your prior 5 passwords." There are two password input fields: "New Password" and "Verify Password", each with a visibility icon. A "Next" button with a right arrow is below the fields. At the bottom are two links: "Click Here to Login to SOS (San Jacinto College Online System)" and "Click Here to return to the SanJac Homepage". The footer says "Powered by Identity Automation".




**Step 2**


**Update Your Password**


The new password must be at least 12 characters long & must meet three of the four requirements:

- 1 number (e.g. 1, 2, 3, 4)
- 1 special character (e.g. @, !, =, #)
- 1 lowercase letter
- 1 uppercase letter

NOTE: You cannot use your first name or last name as part of your password. In addition, you may not use any of your prior 5 passwords.

New Password 

Verify Password 

Next 

[Click Here to Login to SOS \(San Jacinto College Online System\)](#)

[Click Here to return to the SanJac Homepage](#)

Powered by Identity Automation

- 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.

### Password Change Complete


**Your password was successfully changed. Please do NOT click your browser's back button.**

**G010**



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.

**Pre-Defined Questions**


What was your dream job as a child?

**User Defined Questions**

**Add Optional User Defined Question**

Next 

- Enter an answer in the provided text field for the displayed **Pre-Defined Questions**.  
The response must be at least three characters long.
- 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.
- If you would like to remove the question, click the **delete (trash can)** button.

The screenshot shows a web form with two sections: "Pre-Defined Questions" and "User Defined Questions".

- Pre-Defined Questions:** A question "What was your dream job as a child?" is shown with a text input field containing "....." and a "show/hide" icon.
- User Defined Questions:** Two questions are listed: "What city was I born in?" and "What is my favorite baseball team?". Each has a text input field with "....." and a "show/hide" icon. A red arrow points to the "delete (trash can)" button next to the second question.
- Buttons:** "Add Optional User Defined Question" and "Next" (with a right arrow icon).

**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.

- Once finished, click on **Next**.
- 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 box with the following content:

- Complete**
- Your challenge questions were successfully updated.
- Please retain your username for future use:
- G00** (with a green highlight)
- [Click Here to Login to SOS \(San Jacinto College Online System\)](#)
- [Click Here to return to the SanJac Homepage](#)

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](http://www.sanjac.edu/soslogin) and verify you are able to log into SOS with your G# and the password you created.