

HOW TO SIGN-UP FOR YOUR ACES ACCOUNT

- 1 Go to <http://aces.la-archdiocese.org>**
- 2 Select “Sign up for an account”**
- 3 Add “0” to the beginning and end of your 3-digit location code (i.e. “03210”). Enter the location code with the two additional “0” (i.e. “03210”) and your zip code then select “Continue”**
- 4 Select “create a personal account,” and enter your full information then select “Continue”**
- 5 Create a password (Remember your password requires at a minimum one capital letter and one number (i.e. “Monday1”)**
- 6 Once you have created an account and password go to <https://mail.la-archdiocese.org>**
- 7 Enter your username (i.e. “JSmith@la-archdiocese.org”) and password. If your username does not work, enter your domain “ACC\JSmith” and your password**
- 8 Answer questions to complete set-up**
- 9 Submit two verification words**

Once you submit verification words, your ACES account will be in a “pending” status and will be approved shortly.

Please contact our office at timonline@la-archdiocese.org or call 213-637-7699 for additional help.