

Navigating to the ACCS Canvas Portal

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Created by	Creation Date	Last Updated
Kathi Carr	Dec 12, 2024	Dec 12, 2024

STEP 1

Type your ALM member portal username

Username

7.0010001.5@alabama.edu

Password

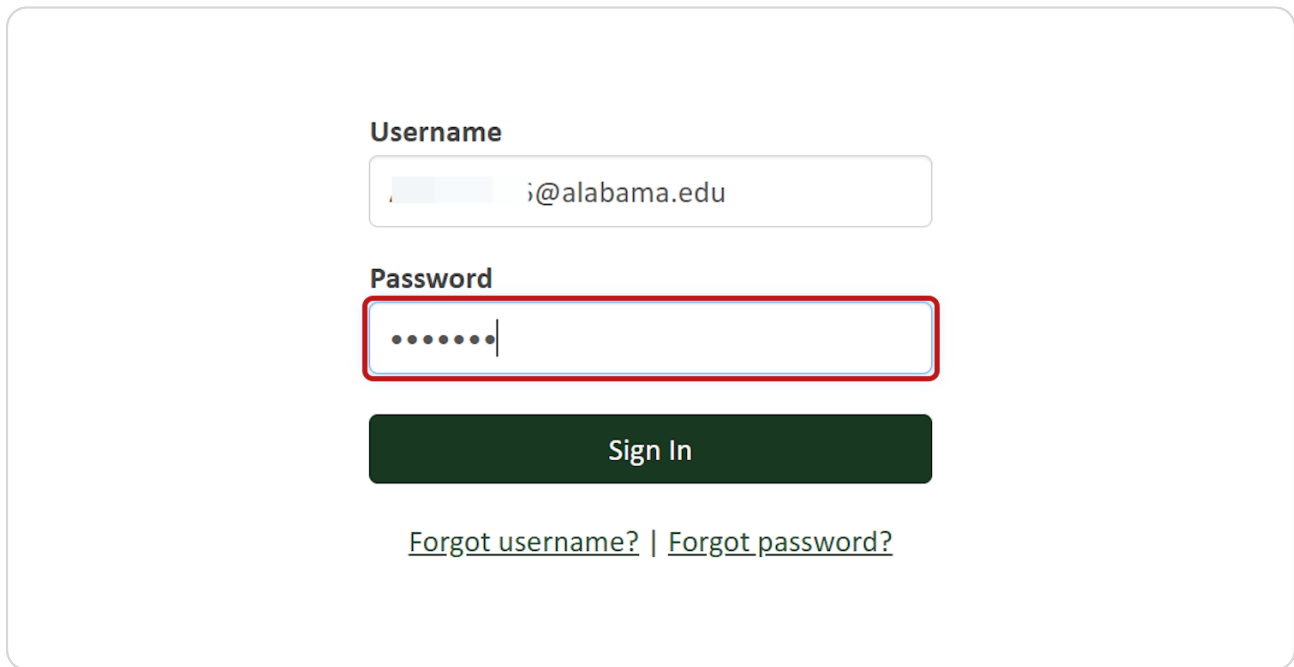
Password

Sign In

[Forgot username?](#) | [Forgot password?](#)

STEP 2

Type your your ALM member portal password



Username

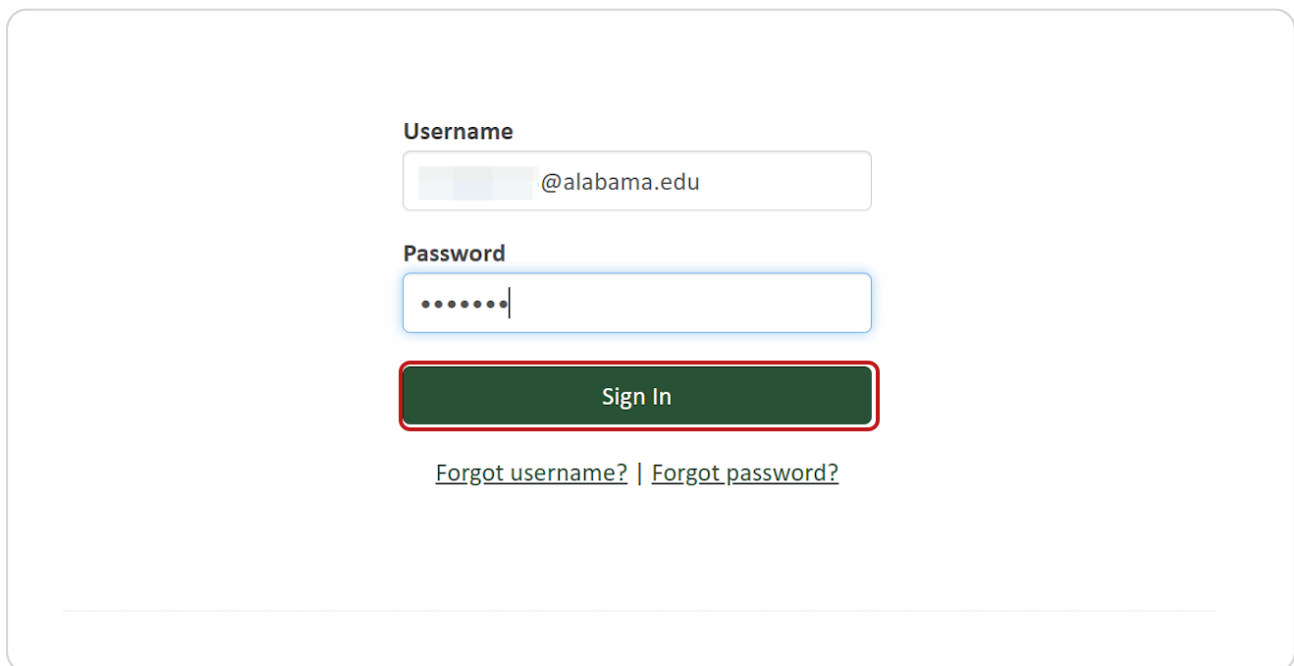
Password

Sign In

[Forgot username?](#) | [Forgot password?](#)

STEP 3

Click on Sign In



Username

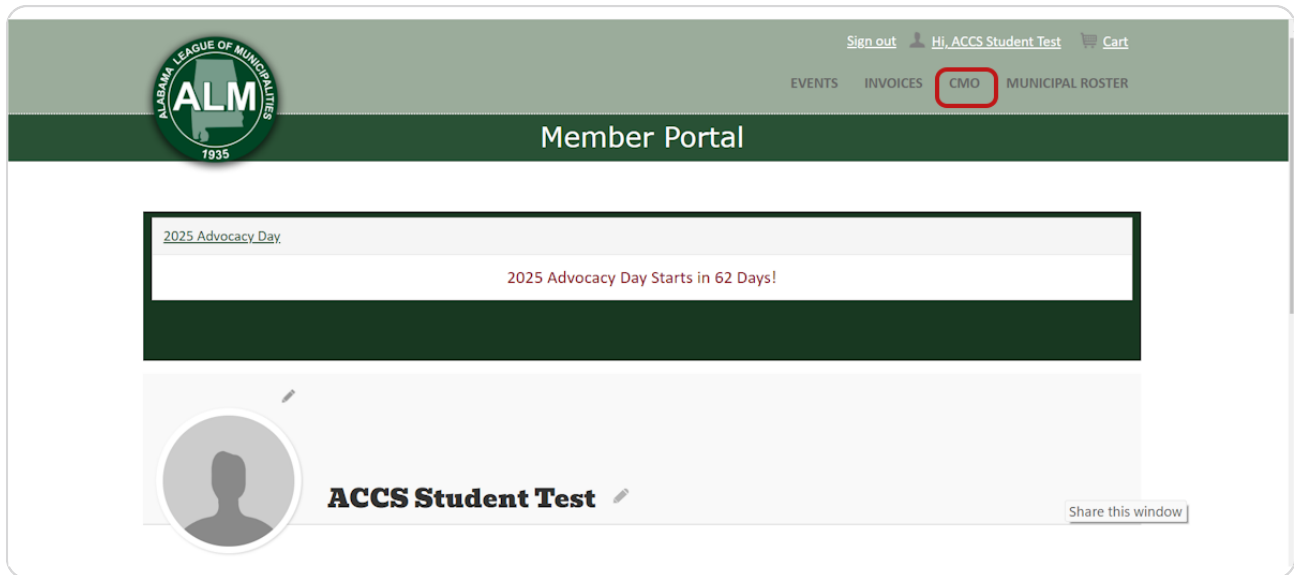
Password

Sign In

[Forgot username?](#) | [Forgot password?](#)

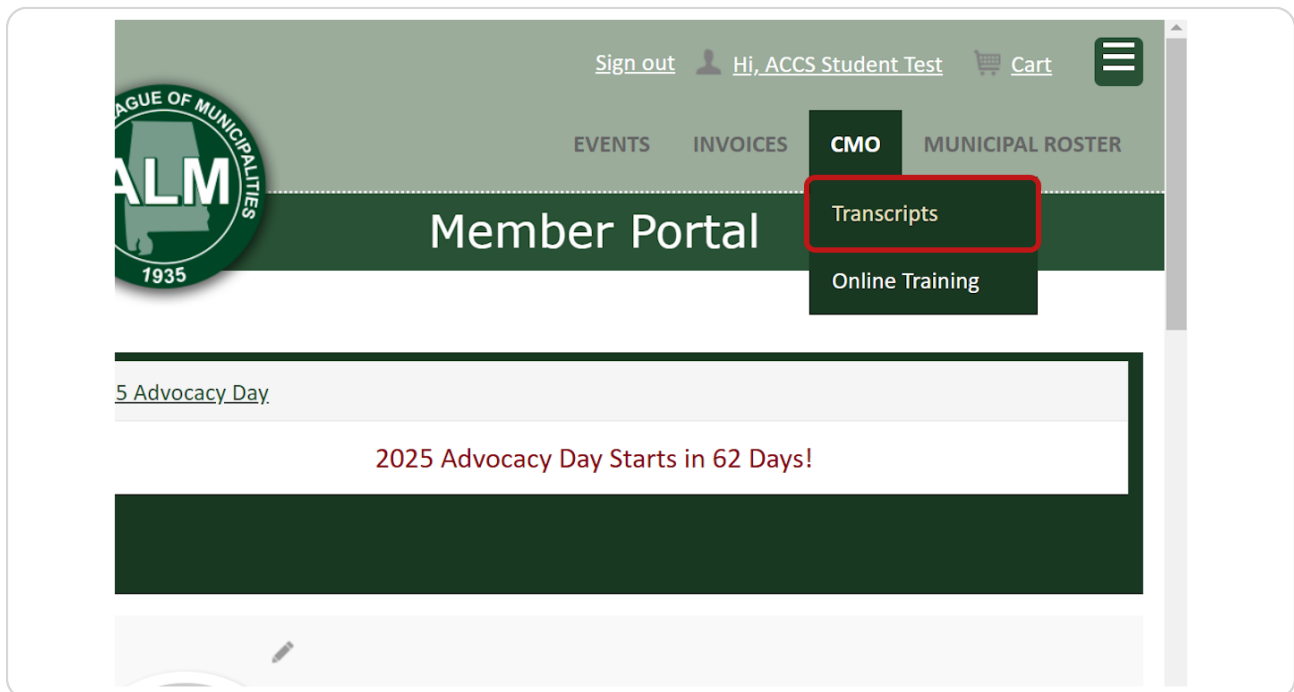
STEP 4

Click on CMO in navigation bar



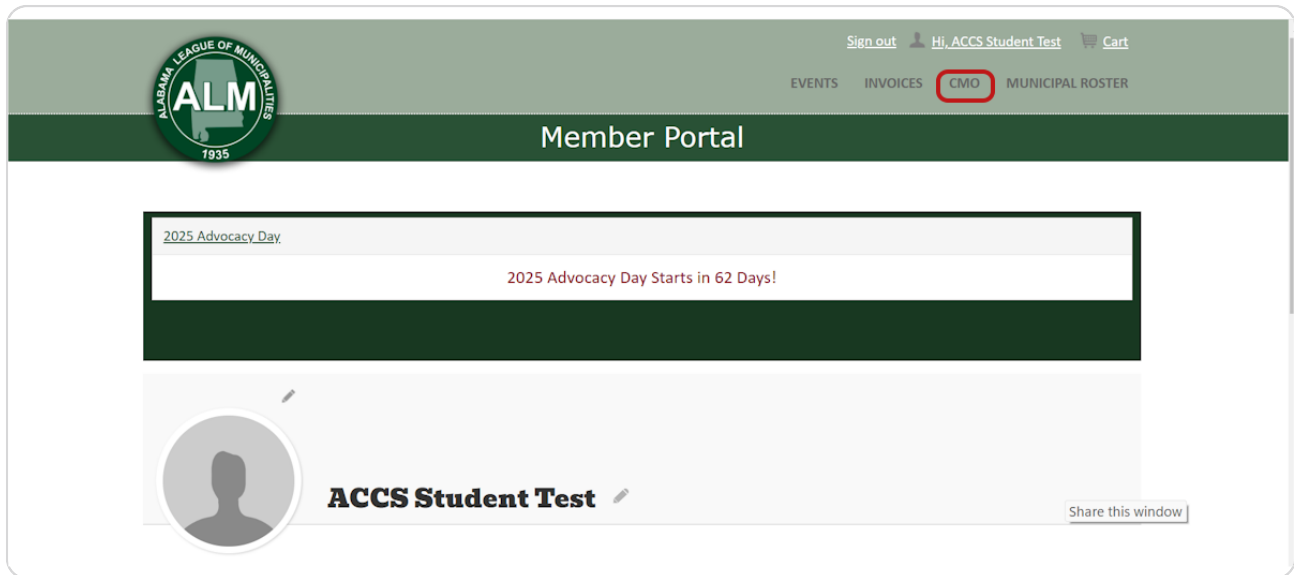
STEP 5

Click on Transcripts



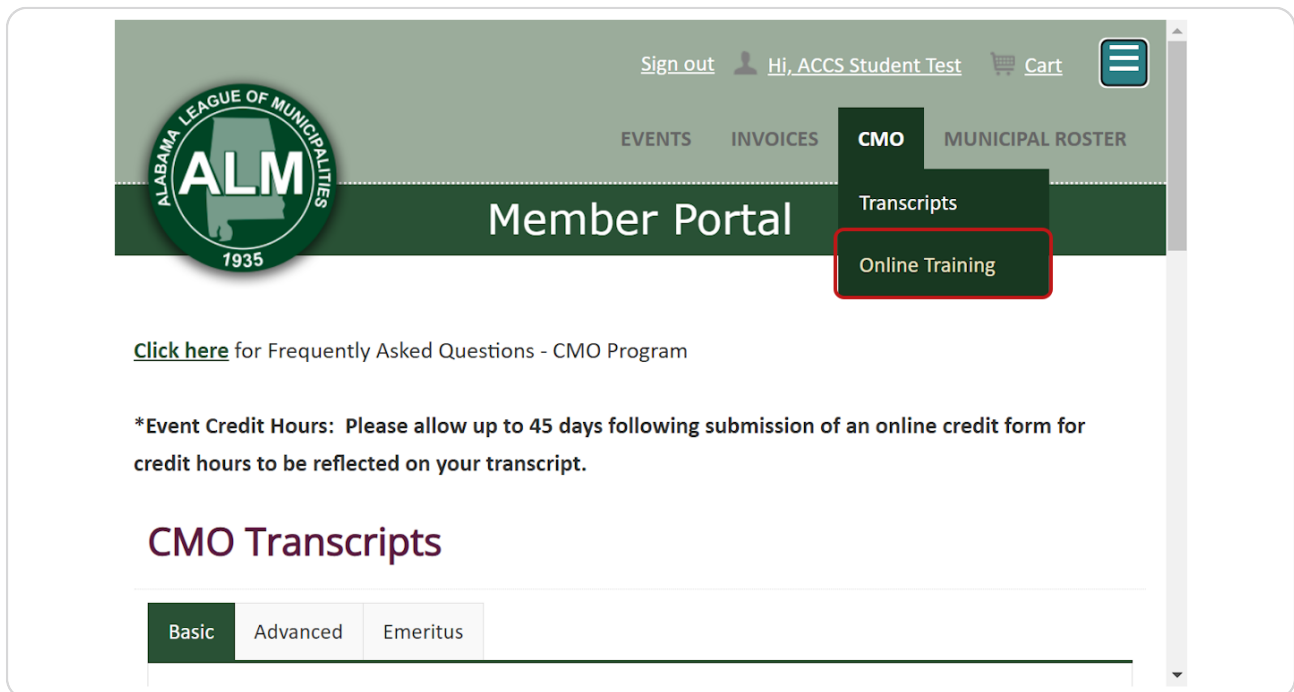
STEP 8

Click on CMO tab to begin online training course selection




STEP 9

Click on Online Training



STEP 10

Select "Show all 10" for full course catalog



[Sign out](#) [Hi, ACCS Student Test](#) [Cart](#)

EVENTS INVOICES **CMO** MUNICIPAL ROSTER

Member Portal

Welcome to ALM Online Training

- Once you have purchased your course you will receive an order confirmation email
- Once ALM has received payment for the course you will receive an additional email with the course login information

[Navigation to the ACCS Canvas Portal](#)

ACCS Credential Information

ACCS Username	ACCS ID	ALM Member Portal ID	27068
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◀

1

2

3

4

5

▶

Page: 1 of 5 **Go** Page size: 2 **Change** Item 1 to 2 of 10

Show all 10


Duties of the Mayor and Council

One of the most misunderstood aspects of municipal government is the separation of powers between the mayor and the council. Like government on the state and federal levels, municipal

[Share this window](#)

STEP 11

Select course and click on Add to Cart



branches: executive, legislative and judicial. Each of these branches has distinct duties and powers and restrictions on how far it can intrude into the affairs of the other branches. This course provides a detailed overview of the duties of the mayor and council to help understand their roles in helping operate the municipality.

One (1) credit hour in the Basic, Advanced or Emeritus program. This also meets one (1) required core curriculum credit in the Basic Program. Credit hours are not awarded for duplicate core curriculum training.

Price: 45.00

Quantity **Add to Cart**

[View Cart](#)

General Powers of Municipalities

Municipalities are delegated a portion of the sovereign powers from the state for the welfare and protection of their inhabitants and the general public within their

STEP 12

Click on Cart...

Sign out

Hi, ACCS Student Test

1

Cart

ALM

ALABAMA LEAGUE OF MUNICIPALITIES

1935

Member Portal

Shopping cart

Items

Item	Quantity	Price	Total	
<div><div><div>ALM</div><div>ALABAMA LEAGUE OF MUNICIPALITIES</div><div>1935</div></div><div>Duties of the Mayor and Council</div></div>	1	45.00	45.00	Remove

Update

STEP 13

Select Pay Method

Please note that if you choose to Pay by Check, you will NOT receive access to the course until we've received payment and your balance is zero.

☐ Pay Now

☒ Pay by check

*Payment amount

45.00

Payment method

American Express ▾

*Name on card

ACCS Student Test

*Card

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Billing address

[Choose another address](#)

STEP 14

Type your organization's PO number, if available. If no PO is available, enter date (For example: 01012025)

Promotional code

Apply

Payment details

☐ Pay Now ☒ Pay by check

*PO number

Submit Order

STEP 15

Click on Submit Order

Promotional code

Apply

Payment details

☐ Pay Now

☒ Pay by check

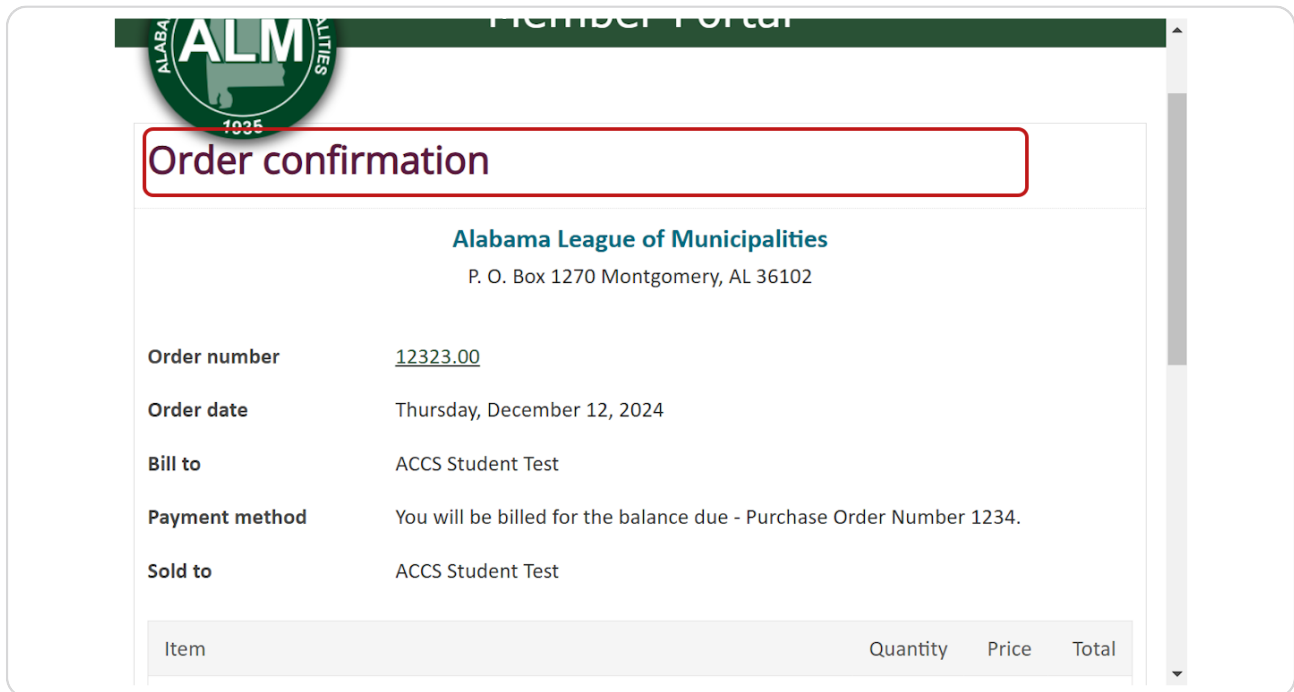
*PO number

1234

Submit Order

STEP 16

Click on Order confirmation



The screenshot shows the 'Order confirmation' page of the Alabama League of Municipalities (ALM) Member Portal. The page features the ALM logo at the top left, which includes the text 'ALABAMA ALM ALIIES' and the year '1935'. The main heading 'Order confirmation' is highlighted with a red border. Below this, the organization's name 'Alabama League of Municipalities' and address 'P. O. Box 1270 Montgomery, AL 36102' are displayed. A table lists order details: Order number (12323.00), Order date (Thursday, December 12, 2024), Bill to (ACCS Student Test), Payment method (You will be billed for the balance due - Purchase Order Number 1234.), and Sold to (ACCS Student Test). At the bottom, a table header shows columns for Item, Quantity, Price, and Total.

Order number	12323.00
Order date	Thursday, December 12, 2024
Bill to	ACCS Student Test
Payment method	You will be billed for the balance due - Purchase Order Number 1234.
Sold to	ACCS Student Test

Item	Quantity	Price	Total
------	----------	-------	-------

STEP 17

You will receive emails – one confirming your order and another email confirming your payment has been processed and you can proceed. Once your balance is \$0, the second email will include information directing you to the ACCS portal to register as a student.

STEP 18

Order Confirmation from ALM

ALM - Order Confirmation

ALM <Akeily@almonline.org>

To: [redacted]

This sender Akeily@almonline.org is from outside your organization.

If there are problems with how this message is displayed, click here to view it in a web browser.

Reply

Reply All

Forward

Thu 12/12/2024 1:36 PM

Thank you!

Here are the details of your order. Please retain this email for your records.

Order Number: 12323

Order Date: Dec 12, 2024 1:34 PM

Bill To: ACCS Student Test

Order Total: 45.00

Payment Method: You will be billed for the balance due - Purchase Order Number 1234.

Ship To: ACCS Student Test

Item	Price	Quantity	Total
Duties of the Mayor and Council	45.00	1	45.00

You have purchased the Duties of the Mayor and Council CMO online course. You will receive an email with a link to sign into ACCS Canvas to complete your course training.

**Email will not be sent until there is a -\$0- balance.

Item Total 45.00

Item Grand Total 45.00

Transaction Grand Total 45.00

Balance due 45.00

STEP 19

Payment Confirmation

ALM - Order Confirmation

ALM <Akeily@almonline.org>

To: [redacted]

This sender Akeily@almonline.org is from outside your organization.

If there are problems with how this message is displayed, click here to view it in a web browser.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Reply

Reply All

Forward

Thu 12/12/2024 1:38 PM

Thank you!

Here are the details of your order. Please retain this email for your records.

Order Date: Dec 12, 2024 1:37 PM

Bill To: ACCS Student Test

Order Total: 45.00

Payment Method: Check Number: 121224

Item	Price	Quantity	Total
Invoice 2390: Duties of the Mayor and Council - ACCS Student Test	45.00	1	45.00

Additional product information:

Duties of the Mayor and Council:

You have purchased the Duties of the Mayor and Council CMO online course. You will receive an email with a link to sign into ACCS Canvas to complete your course training.

**Email will not be sent until there is a -\$0- balance.

Item Total 0.00

Item Grand Total 0.00

Invoice Total 45.00

Transaction Grand Total 45.00




Payment Amount 45.00

Balance due 0.00

STEP 20

Course Login Information Email

Click [HERE](#) to access ACCS student portal



Mary Jackson,
You are ready to access the Alabama League of Municipalities' **Duties of the Mayor and Council** online course and test, which is approved for one credit hour in the Certified Municipal Official program. Please follow the instructions below.

- First Time Users: In order to access the course on the Alabama Community College System's Canvas platform, you will have to register by answering 15 questions.
 - Create a login using a personal email address, and set a password. You *must* save your username and password, as this information will be required for future course logins. ****This login cannot be your municipal clerk's email address; this has to be your personal email address.**
- ALM Member Portal ID: **13608** (this will be needed for one of the required questions)
- ACCS Portal URL - Click [HERE](#) to access ACCS portal.

If you have any questions, please reach out to the appropriate contact below.

ACCS Registration and Canvas Questions Contact:
Sandie Dutton
Registrar Manager
sandra.dutton@accs.edu

ALM Member Portal Questions Contact:
Mary Jackson Pollard
Director of Professional and Community Development
mpollard@almonline.org

Access ACCS Student Portal

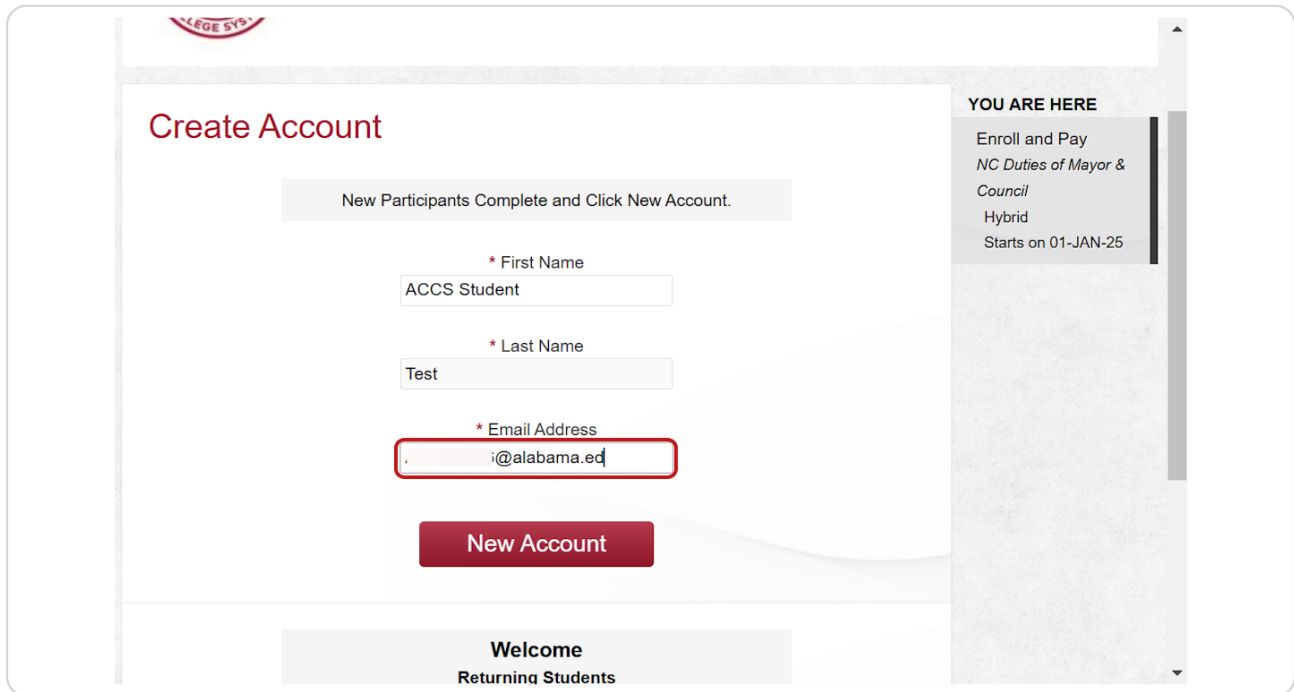
20 Steps

STEP 21

Create your account

If you are a first time user, please create your Account. (You will use your Legal First Name and Last Name.).

We recommend using the email address from the ALM member portal page, so please make sure this information is correct and current AND you have access to this email address.



The screenshot shows a web interface for creating an account. At the top left is a logo with the text "COLLEGE SYS". The main heading is "Create Account". Below it, a message states: "New Participants Complete and Click New Account." The form contains three required fields, each marked with an asterisk: "First Name" (containing "ACCS Student"), "Last Name" (containing "Test"), and "Email Address" (containing ".i@alabama.ed", which is highlighted with a red border). A red "New Account" button is positioned below the email field. At the bottom, a grey bar contains the text "Welcome Returning Students". On the right side, a vertical sidebar titled "YOU ARE HERE" lists navigation options: "Enroll and Pay", "NC Duties of Mayor & Council", "Hybrid", and "Starts on 01-JAN-25".

STEP 22

Click on New Account

Create Account

New Participants Complete and Click New Account.

* First Name
ACCS Student

* Last Name
Test

* Email Address
@alabama.edu

New Account

Welcome
Returning Students
Please enter your username and password (**NOTE:** Not your current institution username and password)

YOU ARE HERE

Enroll and Pay
NC Duties of Mayor & Council
Hybrid
Starts on 01-JAN-25

STEP 23

Complete all required fields and CHECK the Terms & Conditions before clicking NEXT

When entering your valid SSN, do not include dashes.

Please complete the information below. Fields that have a red asterisk are required.

Title	Mr	▼	
* First Name	ACCS Student		
Middle Name			
* Last Name	Test		
* SSN	999887777		
* Email	[redacted]@alabama.edu		
* Date of Birth	Jan	01	1988
* Legal Sex	Male		▼

* [Click here to read the Terms and Conditions and then tick to accept.](#) ☒

Next

NC Duties of Mayor & Council

Your Details

Address

Personal Data

Additional Details

Document Upload

Review

STEP 24

Select Password, Security Question and Answer and Click on Next

(This username and password will be used when selecting future ALM courses.)

Please create a user account. Your e-mail address populates as your username from the previous form if it has not been used previously on another account. If you get this message, please do not create a duplicate account. Go back to the original page and scroll down to "Returning Student" and *Sign In*.
Your password must be a minimum of 6 characters.

* Choose a Username

A00409176@alabama.edu

* Password

* Confirm Password

* Security Reminder Question

Where were you born? ▾

* Answer

* Confirm Your Answer

Previous

Next

NC Duties of Mayor & Council

Your Details

Address

Personal Data

Additional Details

Document Upload

Review

STEP 25

Enter Mailing and Home Address

Mailing Address

* Country

UNITED STATES ▾

Address Line 1

135 S Union St

Address Line 2

* City

Montgomery

* State

Alabama ▾

County

1235949 ▾

* Zip code

36130

STEP 26

Complete

* Zip code 36104

Phone

* Mobile 2055555555

Mailing Address (Optional)

☐ Same as Home Address

* Country United States

* Address Line 1

Address Line 2

* City

* State (Select)

County (Select)

* Zip code

STEP 27

If home address is the same as mailing, check the box

* State Alabama

County Montgomery, AL

* Email A00409176@alabama.edu

* Zip code 36104

Phone

* Mobile 2055555555

Mailing Address (Optional)

☒ Same as Home Address

Previous Save & Exit Next

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STEP 28

The address entered will be validated. Click on Use Suggested

Home Address

The address you entered might be invalid.

You entered	135 S Union St Montgomery Alabama Montgomery, AL 36104	Edit Again
We suggest	135 S Union St Montgomery Alabama Montgomery 36130	

Use EnteredUse Suggested

Enroll and Pay
NC Duties of Mayor &
Council

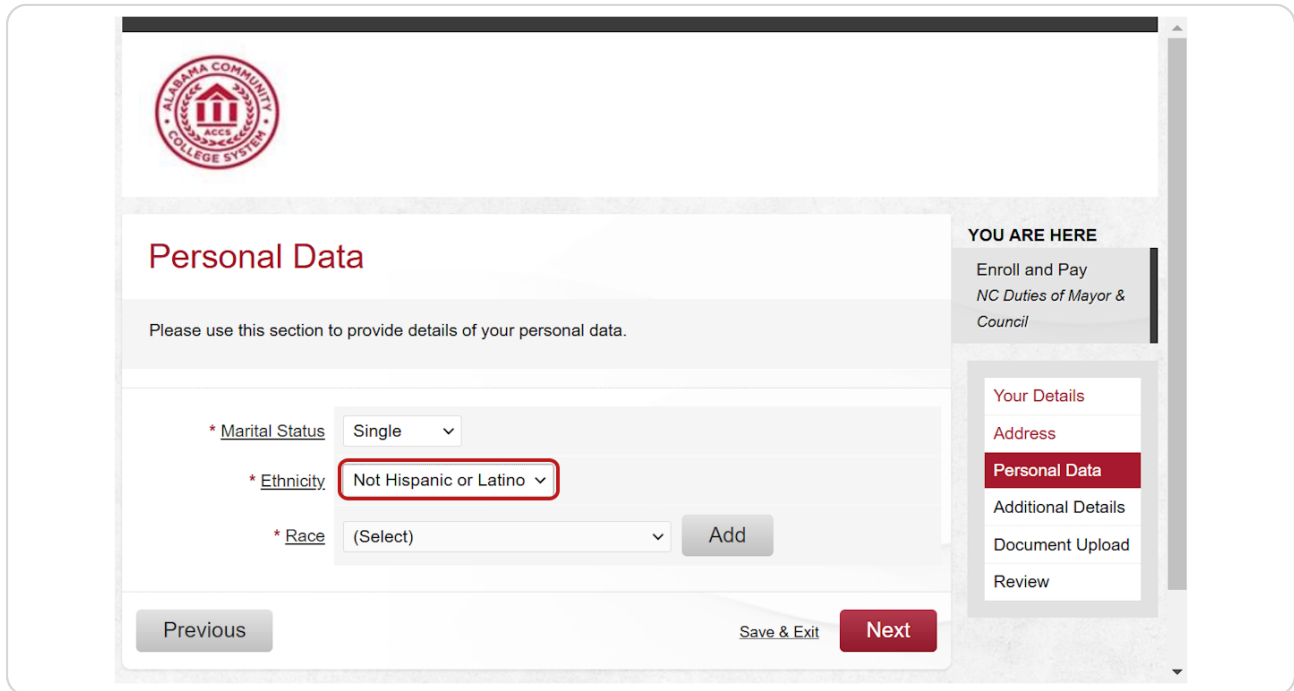
Your Details
Address
Personal Data
Additional Details
Document Upload
Review

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STEP 29

Select Personal Data

If more than one race, select the Add button to add additional.



The screenshot shows a web form titled "Personal Data" with the Alabama Community College System logo at the top left. The form includes a "YOU ARE HERE" breadcrumb trail on the right side, listing "Enroll and Pay", "NC Duties of Mayor & Council", and "Personal Data" (which is highlighted). The main form area contains three required fields: "Marital Status" (set to "Single"), "Ethnicity" (set to "Not Hispanic or Latino" and highlighted with a red box), and "Race" (set to "(Select)"). An "Add" button is next to the "Race" field. At the bottom, there are "Previous", "Save & Exit", and "Next" buttons.

Personal Data

Please use this section to provide details of your personal data.

* Marital Status Single ▾

* Ethnicity Not Hispanic or Latino ▾

* Race (Select) ▾ **Add**

YOU ARE HERE

- Enroll and Pay
- NC Duties of Mayor & Council
- Personal Data**
- Additional Details
- Document Upload
- Review

Previous **Save & Exit** **Next**

STEP 30

Click on Next

The screenshot shows the 'Personal Data' form. The title 'Personal Data' is in red. Below it, a grey box contains the instruction: 'Please use this section to provide details of your personal data.' The form fields are: '* Marital Status' with a dropdown menu set to 'Single'; '* Ethnicity' with a dropdown menu set to 'Not Hispanic or Latino'; and '* Race' with a dropdown menu set to '(Select)' and an 'Add' button. Below the 'Race' dropdown, there is a 'White' button with a red minus sign. At the bottom of the form, there are three buttons: 'Previous', 'Save & Exit', and 'Next' (highlighted in red). On the right side, there is a sidebar with the heading 'YOU ARE HERE' and a list of navigation links: 'Enroll and Pay', 'NC Duties of Mayor & Council', 'Your Details', 'Address', 'Personal Data' (highlighted in red), 'Additional Details', 'Document Upload', and 'Review'. At the bottom of the page, there is a footer with the text: 'Home Page · Trainings · Contact Us · ©2021 Alabama Community College System'.

STEP 31

Answer questions and enter your ALM Member Portal ID and Select Next

The screenshot shows the 'Additional Questions' form. The title 'Additional Questions' is in red. Below it, a grey box contains the instruction: 'Answer questions by selecting from the drop-down arrow. Enter your ALM member portal ID/username.' The form fields are: '* I or my spouse currently serve in the active military or have served in the military in the past.' with a dropdown menu set to 'No'; 'If you responded yes to the previous questions, please select your status from the options below.' with a dropdown menu set to 'Please select'; '* What will your high school/GED completion status be when you begin courses?' with a dropdown menu set to 'Complete'; and '* What is your ALM Member Portal ID/Username?' with a text input field containing '27068' and a green circular icon with a white 'G' next to it. On the right side, there is a sidebar with the heading 'YOU ARE HERE' and a list of navigation links: 'Address', 'Personal Data', 'Additional Details' (highlighted in red), 'Document Upload', and 'Review'.

STEP 32

Review and accept Data Exchange Permission

This agreement allows ACCS and ALM to transfer credit hour information for transcript purposes. ACCS will not share Personal Identifiable Information only course completion status with ALM.

STEP 33

Type your name and select Next

Data Exchange Permission

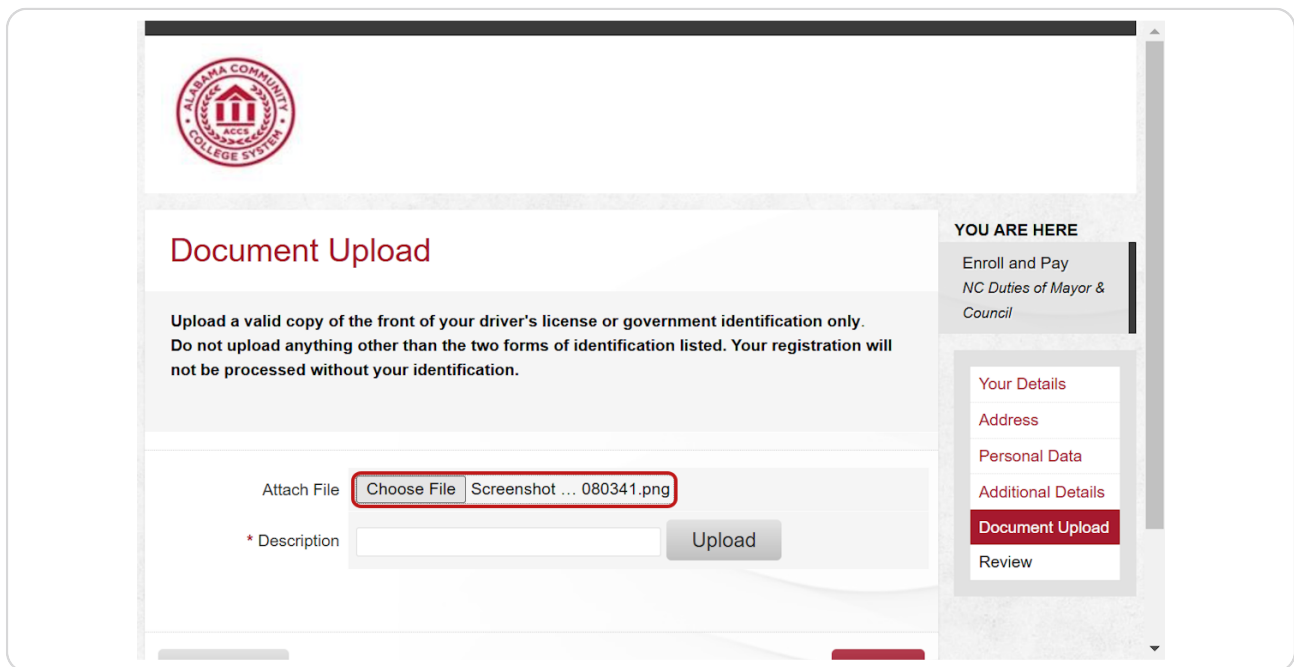
Type your full legal name in the box to sign Data Release

* The applicant hereby provides permission for his/her data to be exchanged with other education, workforce agencies, and/or employers for the purpose of verifying outcomes, performance, and credentials related to postsecondary education/training and employment or other services that are provided by Alabama Community College System including ACCS Innovation Center. I understand participation may increase my chances of finding

[Address](#)
[Personal Data](#)
[Additional Details](#)
[Document Upload](#)
[Review](#)

STEP 34

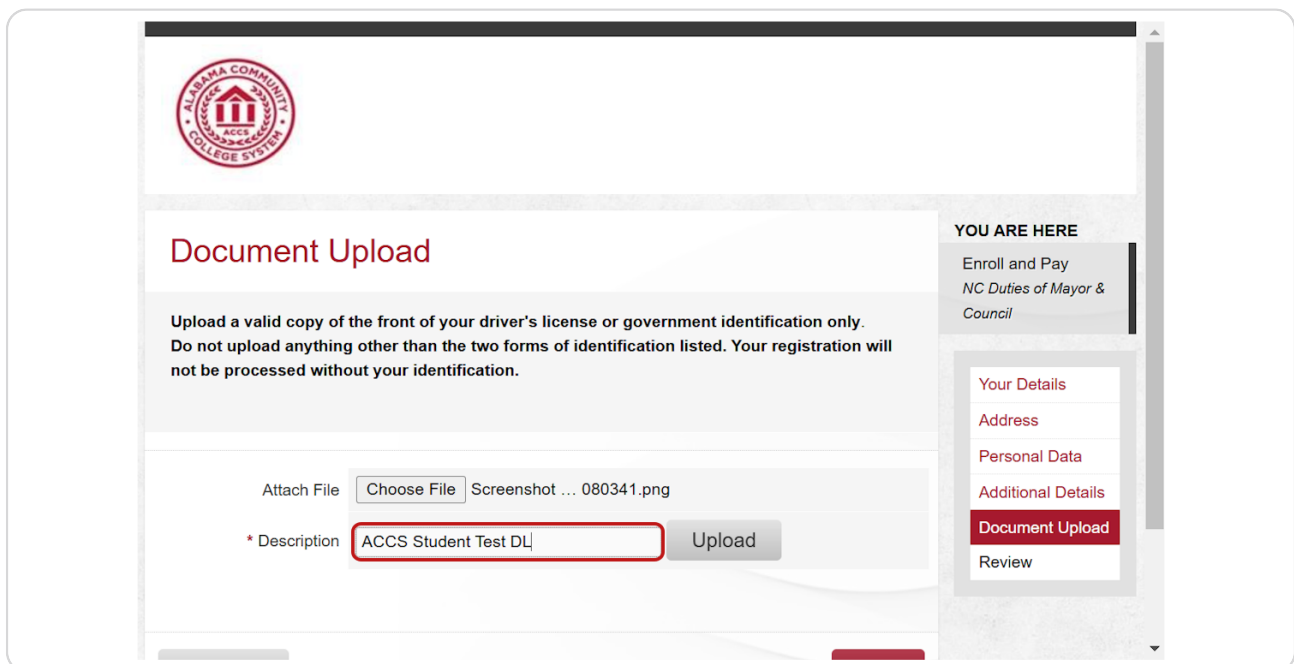
Upload a valid copy of your driver's license or government identification card



The screenshot shows the ACCS Document Upload interface. At the top left is the ACCS logo. The main heading is "Document Upload". Below it, instructions state: "Upload a valid copy of the front of your driver's license or government identification only. Do not upload anything other than the two forms of identification listed. Your registration will not be processed without your identification." The "Attach File" section shows a "Choose File" button and a selected file named "Screenshot ... 080341.png". A red box highlights the "Choose File" button. Below this is a "Description" text input field and an "Upload" button. On the right side, a "YOU ARE HERE" breadcrumb trail lists: "Enroll and Pay", "NC Duties of Mayor & Council", "Your Details", "Address", "Personal Data", "Additional Details", "Document Upload" (highlighted in red), and "Review".

STEP 35

Type your name in description and click Upload



This screenshot shows the same ACCS Document Upload interface as the previous one, but with the "Description" field filled in. The text "ACCS Student Test DL" is entered into the "Description" input field, which is highlighted with a red box. The "Upload" button remains visible next to it. All other elements, including the logo, instructions, file selection area, and the right-hand navigation menu, are identical to the previous screenshot.

STEP 36

Click on Next

Upload a valid copy of the front of your driver's license or government identification only. Do not upload anything other than the two forms of identification listed. Your registration will not be processed without your identification.

Attach File

Choose File

No file chosen

* Description

Upload

File name	Description	Download	Delete
Screenshot 2024-12-12 080341.png	ACCS STUDENT TEST DL		

Previous

Save & Exit

Next

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NC Duties of Mayor & Council

Your Details

Address

Personal Data

Additional Details

Document Upload

Review

STEP 37

Check box to verify accuracy of information provided and Click Submit

and accepting the participation requirements stated above.

Personal Data

Marital Status

Single

Ethnicity

Not Hispanic or Latino

Race

White

Document Upload

File Name	Description
Screenshot 2024-12-12 080341.png	ACCS STUDENT TEST DL

* I declare that the form was completed accurately.

☒

Previous

Submit

STEP 38

Click on Exit

stated above.

Personal Data

Marital Status	Single
Ethnicity	Not Hispanic or Latino
Race	White

Document Upload

File Name	Description
Screenshot 2024-12-12 080341.png	ACCS STUDENT TEST DL

[Print](#) [Exit](#)

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STEP 39

Your completed course will be listed under Updates

Updates

Update List Page Message

Services

Enroll and Pay	NC Duties of Mayor & Council	Registered	1 Update
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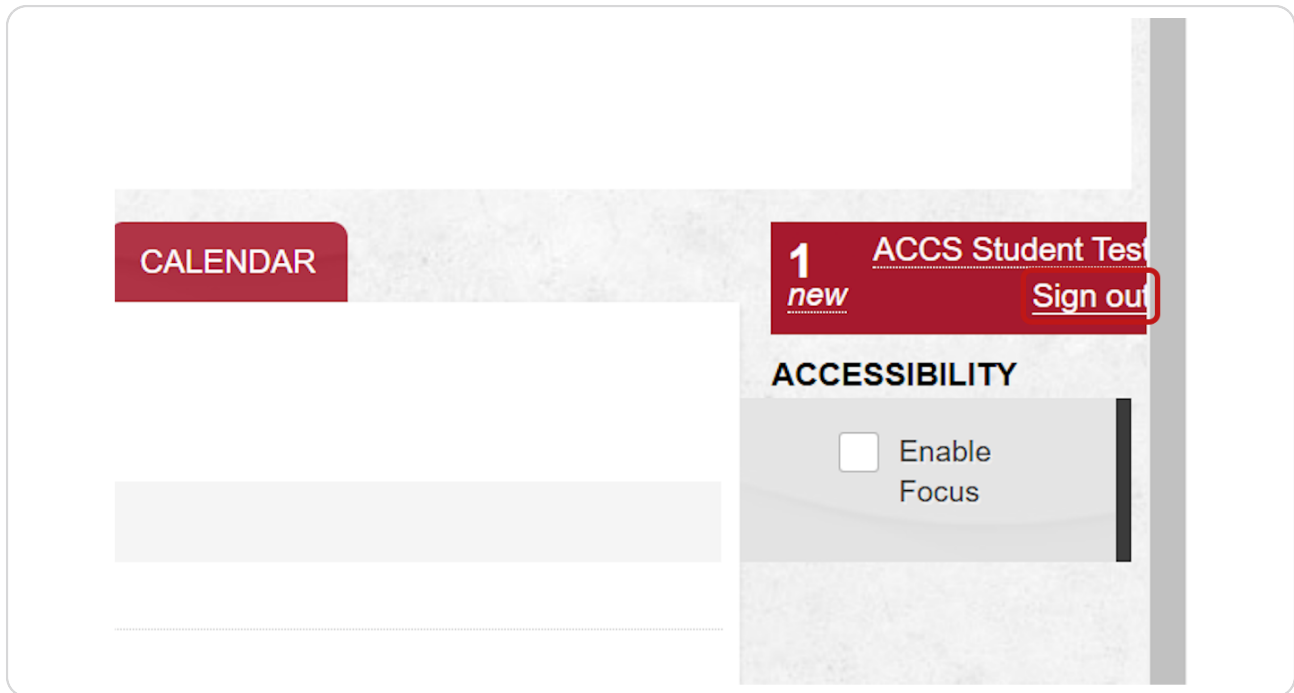
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ACCESSIBILITY

☐ Enable Focus

STEP 40

Click on Sign out in the top right of screen



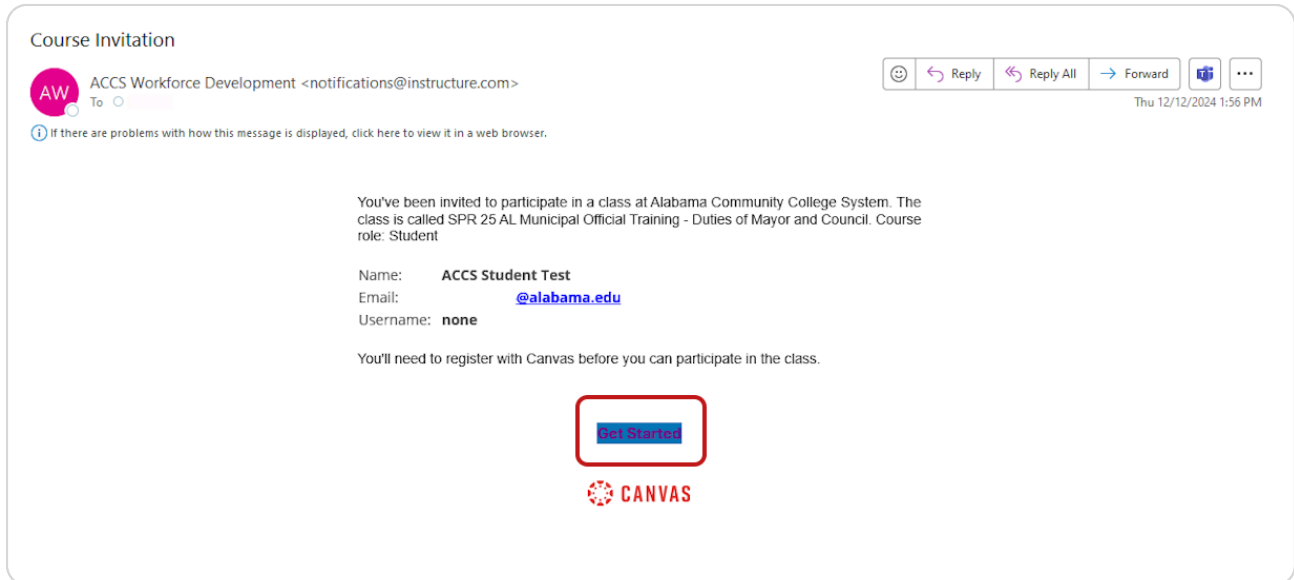
Canvas

4 Steps [↗](#)

STEP 41

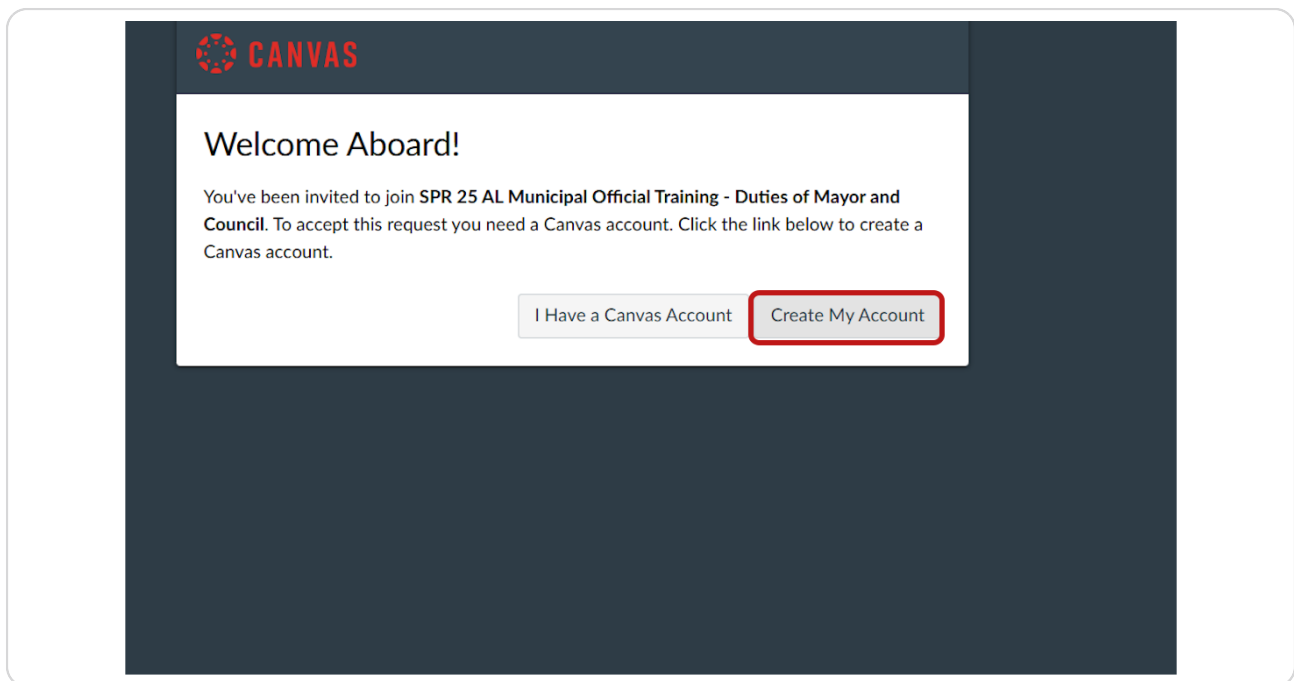
ACCS Canvas Course Invitation

You will receive an email with your course invitation. Click Get Started in the email.



STEP 42

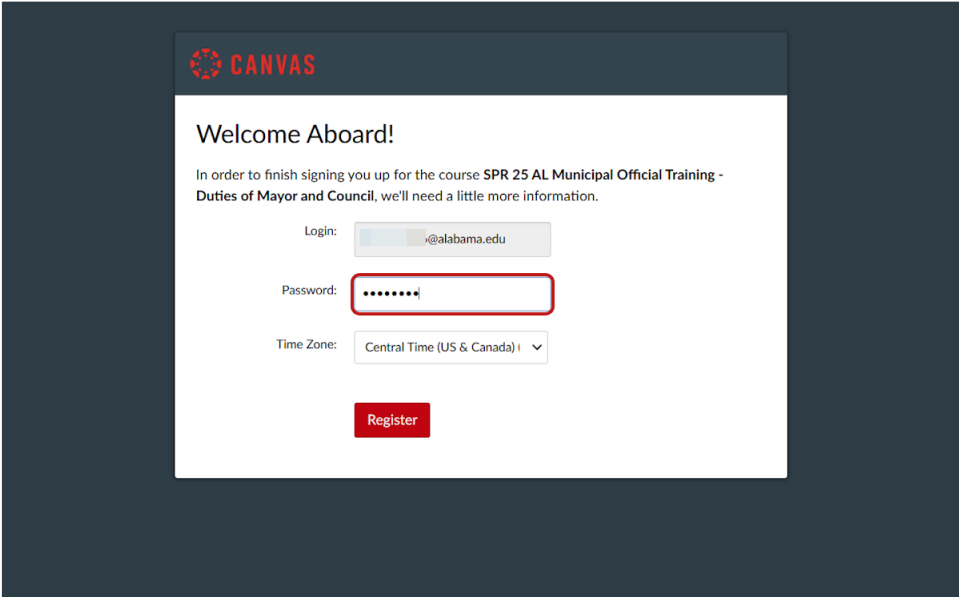
Click on Create My Account



STEP 43

Create password and Register

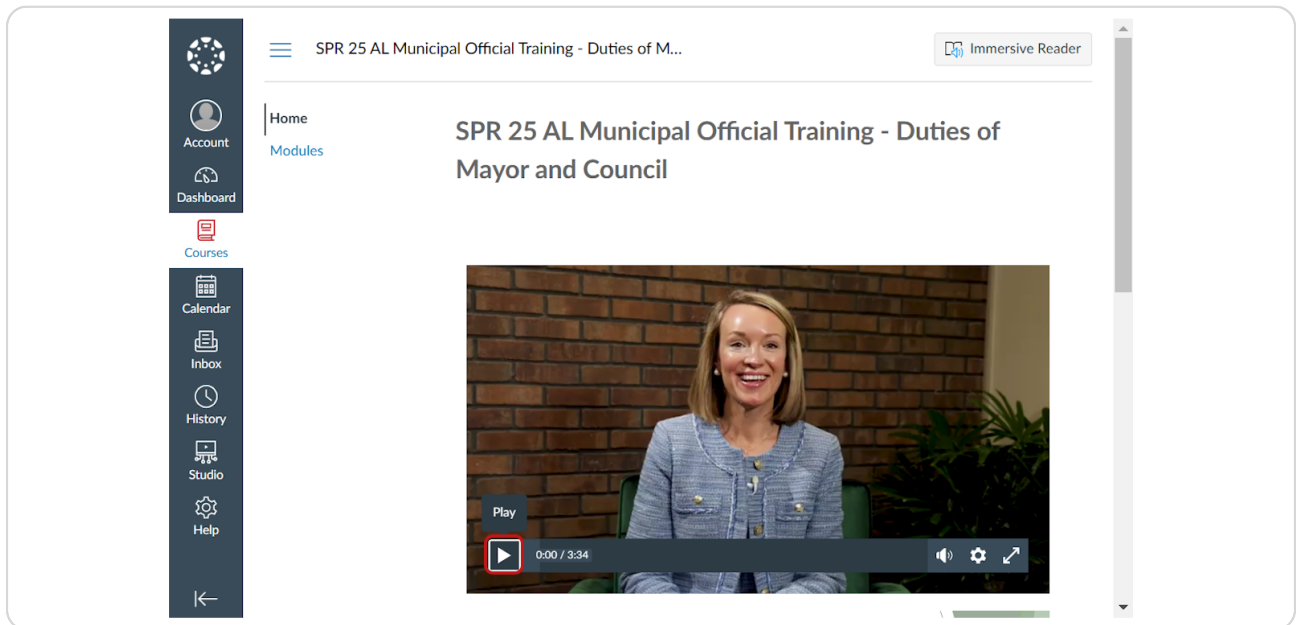
You will use your email address and this password to log into your course moving forward.



The image shows a Canvas LMS registration page titled "Welcome Aboard!". It instructs the user to provide information to finish signing up for the course "SPR 25 AL Municipal Official Training - Duties of Mayor and Council". The form includes fields for "Login:" (with a placeholder email address ending in @alabama.edu), "Password:" (with a red box around the input field), and "Time Zone:" (set to "Central Time (US & Canada)"). A red "Register" button is at the bottom.

STEP 44

Congratulations! You have made it to your course. Select the Play button for an important message from ALM.



The image shows the Canvas course page for "SPR 25 AL Municipal Official Training - Duties of Mayor and Council". The left sidebar contains navigation links: Home, Modules, Account, Dashboard, Courses, Calendar, Inbox, History, Studio, and Help. The main content area displays the course title and a video player. The video player shows a woman smiling, and the "Play" button is highlighted with a red box. The video progress bar indicates 0:00 / 3:34.

Tango

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