![Alamo Colleges District logo — Information Technology Services]

Alamo Colleges District ITS Guide
Log into Alamo Share

Alamo Share is an internal environment where staff and faculty may access processes, procedures, resources and information. All employees have access to AlamoShare.

1. **Log Into Alamo Share within Alamo Colleges District Network**

   To log into Alamo Share within the Alamo Colleges District network you will need to log into your workstation. Once you are logged into your workstation access Alamo Share by navigating to share. alamo.edu

2. **Log into Alamo Share outside of Alamo Colleges District Network**

   To log into Alamo Share outside of the network you will need your domain\username and workstation password.

   1. Go to http://share.alamo.edu
   2. User Name will be in the format of **domain\username**
      - Your domain is associated with your location of work. There are 7 domains across the Alamo Colleges District. *district, nlc, nvc, pac01, spc, sac*
      - Your username is the first part of your email prior to the @alamo.edu.
   3. Enter the same password you use to log into your workstation
      - New employees workstations are setup by their campus IT Department. Passwords are created at time of setup
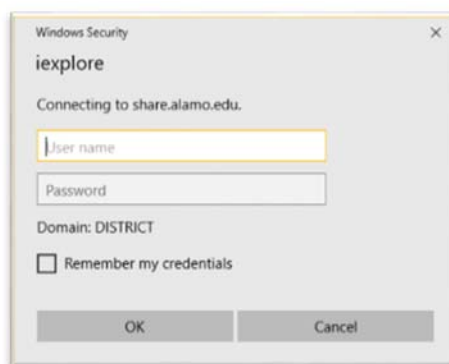
Windows	MacOS
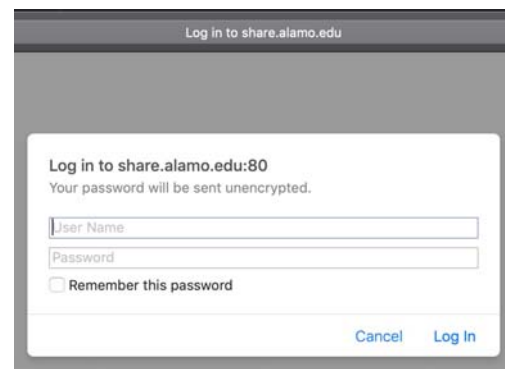
Examples of Domain\username

Joe is a Northeast Lakeview advisor with the email jdoel@alamo.edu.

NLC\jdoel would be joe's domain\username

Log in Troubleshooting Questions

I do not remember my workstation password.
Passwords can be reset by calling your campus IT help desk.

I do not have a physical workstation or Alamo Colleges issued laptop.
If you do not have a physical workstation you can reset your password calling your campus IT help desk. Once your password has been reset you will need to log into a network computer located at any Alamo Colleges District Campus or Off-Campus locations. Once you log into a network computer you should be able to access Alamo Share in and outside of the network.

I reset my password but can not log into Alamo Share.
If you have reset your password you will need to first log into a network computer. This allows Alamo Share to recognize you as an employee.

I was able to log into Alamo Share earlier but now I am receiving an access denied error.
If your computer prompted you to reset your password while you were logged in, the new password has not updated in the system. To update, log out of your computer and then log back in.

I am still getting an access denied error after resetting my password and logging in and out of a network computer.
If you continue to receive an error message while trying to log into Alamo Share please contact your local help desk or Alamo Share Power User for assistance.