

Atlantic Cape Application Portal

Applying to Atlantic Cape is easy and free! The application portal is ONLY used to apply to Atlantic Cape. After you have successfully applied, you will use the Self-Service portal to register for courses, pay for credits, and receive transcripts.

Applying to Atlantic Cape:

Apply to Atlantic Cape using the [Atlantic Cape Application Portal](#). If you have applied at any time in the past, you do not need to apply again. Please use a non-school email address that you check regularly—high school emails may block correspondence from Atlantic Cape Community College.

- Locate the application at <http://www.atlanticcape.edu/apply>. Select the “**Create an Account**” tab at the top of the screen. Fill out your information. Select “**2024 Spring**” for Anticipated Term, and select “**Dual Credit**” for Interests. Remember to use a non-school email address that you check regularly.
- Create a New Application. Select the “**Early College Application**,” select “**2024 Spring**” for Anticipated Term, and select “**Dual Credit**” for Interests.
- Complete the application. You will get a confirmation email within two days. Your acceptance packet will be mailed the following week, and it will include important information, such as your Buccaneer and Self-Service login credentials.

Atlantic Cape Self-Service Portal

Self-Service is Atlantic Cape's inquiry and registration system that interacts with the college's database system. You will be able to register, pay for classes, view grades and transcripts, and view your class schedule through the [Self-Service portal](#).

Accessing your Self-Service Portal for the First Time:

Once you have your login credentials after applying to Atlantic Cape, log into your [Self-Service account](#).

- When logging in for the first time, you will need to create a password. Enter the username from your acceptance letter and click “**Forgot Password**.”
- Your login is your first name, middle initial (if you have one) and last name up to a total of 23 characters. For example: William Harry Robertson would have a WebAdvisor login of "williamhrobertson"
- On the next screen you re-enter your username and the email address that you used on your Atlantic Cape application or your new Buccaneer email address.
- A notification will then appear on the screen that says “**Forgot Password has been successfully executed**.” You may then close this window.
- An email with the subject line “**Self-Service Account Management Response**” is sent to the email address you used on your Atlantic Cape application. The link to create your password is in this email.

Please note:

- Your password can only be letters and numbers. Our system will not accept special characters.
- If you do not receive an email, they are most likely either: a) using an email address that we do not have on file, or b) using your high school email address that does not allow communication outside of their district.

Resetting your Self-Service Account:

To retrieve your username, create your initial password, or to reset your password, go to the [Atlantic Cape Self-Service portal](#). Click "Forgot Password" or "Forgot Username." **You must use an email address that is associated with your student account.**

After you fill in the requested information and submit, you will get an email allowing you access to your account. Please follow the onscreen instructions.

Below are the password complexity requirements.

1. Passwords must be at least 12 characters.
2. Passwords must be only letters and numbers.
3. Password must contain at least one capital letter
4. Must not contain any special characters
5. Must not contain part of the username
6. Must not contain 3 or more consecutive characters that are the same

If your account has been disabled/locked, please wait 60 minutes until trying again. If you are still having difficulty accessing your Self-Service account, please contact us at hscrollment@atlantic.edu. In your email, please include all relevant information (student name, student ID number, email associated with account, etc.).

Adding PROXY Access:

The college student is considered an adult in the eyes of the law. Please note, by law ([FERPA - Family Educational Rights and Privacy Act](#)) Atlantic Cape needs the approval from the student to release any information to parents and/or guardians.

Students may add a parent/guardian as a **proxy** via their [Self-Service student account](#). The proxy is a designated person the student allows to have access to specific student information, for a specified period of time. This then allows the proxy to log into the student's Self-Service account to access that particular information.

- Log into your [Self-Service account](#).
- Navigate to the top right bar and click on the user ID. Select "View/Add Proxy Access" from the drop-down menu.
- Select "Add Another User" and input the information to add your proxy. You can select the level of access granted to the proxy. Submit to save your proxy's information and add to your file.