To retrieve your account, please visit:

1. www.sanjac.edu
2. My SanJac
3. SOS login
4. Click on the statement that says please click here to claim your account.

- The first screen that should appear will be the SJC Computer Usage Policy. To read over the policy, the student can click on the provided link. To proceed, place a check next to the provided comment that states you agree to abide by the current policy and then click on Continue.

- On the next screen, you will be required to answer a few questions in order to verify identity. The information provided on this screen MUST match what was provided on the application. Additionally, please ensure that you follow the correct format (i.e., date field requires MM/DD/YYYY).

Click on Continue.
• The next screen will allow you to answer five security questions. By answering these security questions, you will have full access to reset your password exclusively online in the event that you forget your password in the future.

Please use answers that are accurate and easy to remember and then click on Continue.

Next you will be prompted to set up a password for your account. The password must be at least 8 characters long, contain at least 1 number, and contain at least 1 special character. Once you have chosen and entered a password, click on Continue.

• You should now receive a confirmation that your account has been claimed. Please note the G# displayed and test your SOS login.
If you have any problems accessing your account, please call TechSupport at 281-998-6137 for assistance.