

ACES EMAIL INSTRUCTIONS

Please Note: Parish ACES email and Password is used as the login for the ADLA Parish Budget Application

ACES User cannot log in --- Try logging into webmail using ACES account to test login

Go to <https://mail.la-archdiocese.org> – Log in using ACC\username and password.

If this fails continue to below.

ACES “Personal” Account --- Accounts using a person’s username

Password Reset – Go to <https://mail.office365.com>, then enter your username and click “next” then click “forgot my password”. Follow instructions. If this fails contact helpdesk@la-archdiocese.org, with your location code and full name and a phone number to reach you.

ACES “Location” Account --- Accounts beginning with “Parish-#####” or “School-#####”

Password Reset Request:

If it is a School then this needs Principal’s approval sent to helpdesk@la-archdiocese.org

If it is a Parish then this needs Pastor’s approval sent to helpdesk@la-archdiocese.org, please include your location code and full name and a phone number to reach you.

ACES “NEW Personal” Account

Create personal account – Go to <https://aces.la-archdiocese.org/>

1. Click on “Sign up for an account”. Then the Location code and Zip code will be requested.

To begin, please enter the Location Code* and the 5 digit Zip Code for the location that you primarily work at.

*Location codes are assigned by the ADLA Financial Services Department. Your location's principal, department manager or accounting person should be able to give you this code.

Location Code:

Zip Code:

2. On the subsequent page choose “Personal account” and fill out the applicable fields. Write down the password somewhere and try to use symbols (% , \$ and numbers).

Note: Alternate Email Address will be used to reset your password.

Your Account Information

Prefix/Honorific:

First Name: M:

Last Name:

Position Type:

Job Title: (optional; Position Type will be used if blank)

Business Phone:

Business FAX: (optional)

Display Name:

Account Name: @la-archdiocese.org

Alternate E-Mail Address: (optional)

3. If cannot register contact helpdesk@la-archdiocese.org