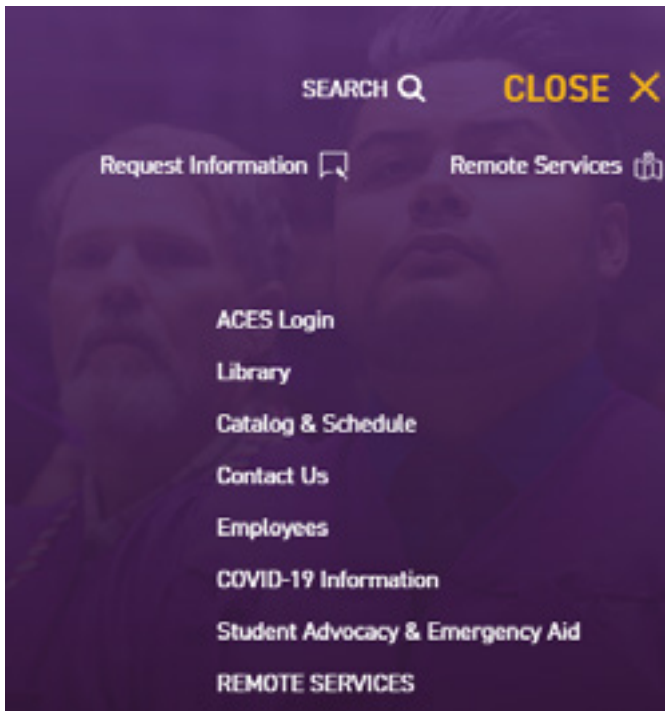
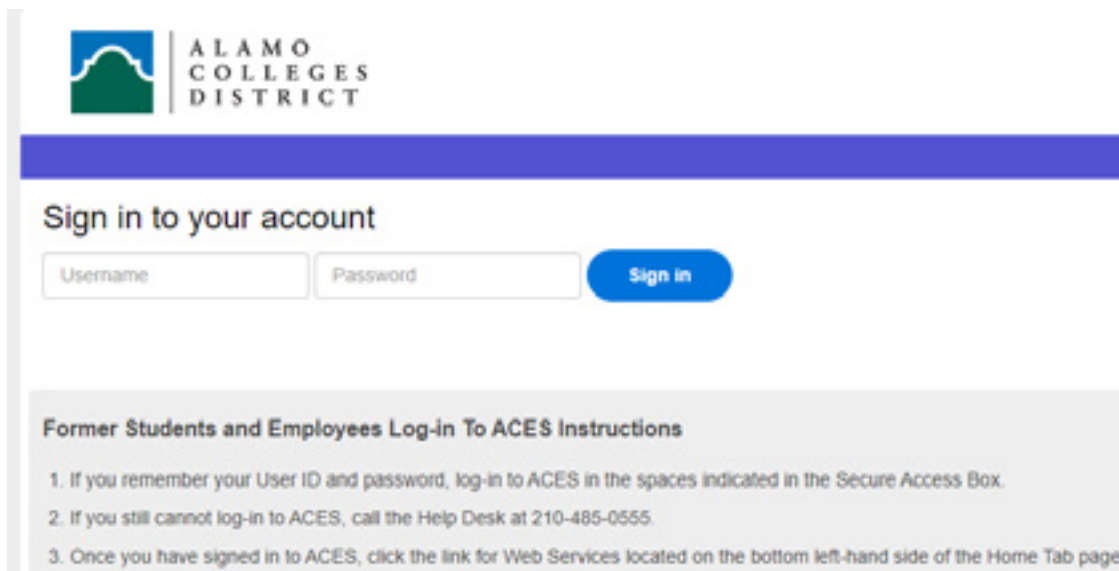


Requesting Transcripts in ACES

1. Go to www.alamo.edu/nvc and click on ACES Login.



2. Sing in to your ACES account using your user name and password

A screenshot of the Alamo Colleges District ACES login page. The header features the Alamo Colleges District logo and name. Below the header is a blue bar. The main content area has the heading 'Sign in to your account'. There are two input fields: 'Username' and 'Password', followed by a blue 'Sign in' button. Below the login fields is a grey box with the heading 'Former Students and Employees Log-in To ACES Instructions' and three numbered instructions: 1. If you remember your User ID and password, log-in to ACES in the spaces indicated in the Secure Access Box. 2. If you still cannot log-in to ACES, call the Help Desk at 210-485-0555. 3. Once you have signed in to ACES, click the link for Web Services located on the bottom left-hand side of the Home Tab page.

Student name example: John Doe

Username example: jdoe1

(The user name is normally the first letter of your first name and your last name and may or may not be followed by a number)

If you forgot your user name or password you can call the Helpdesk number for your campus listed below.

Important Numbers

Helpdesk

NLC: 210-486-5777
NVC: 210-486-4777
PAC: 210-486-3777
SAC: 210-486-0777
SPC: 210-486-2777
District: 210-485-0555

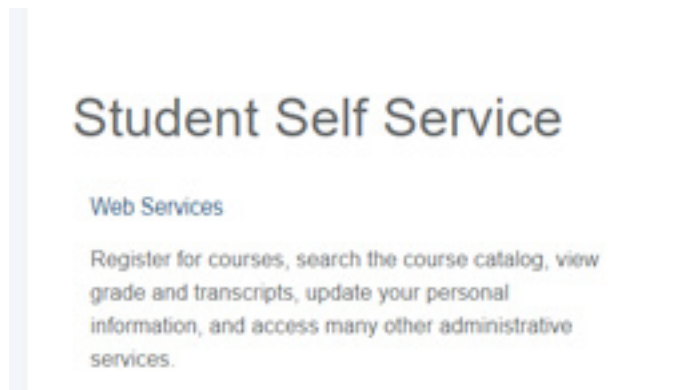
Admissions and Records / Enrollment Services

NLC 210-486-5401
NVC 210-486-4700
PAC 210-486-3700
SAC 210-486-0200
SPC 210-486-2700

3. Select the **Student Tab**

The screenshot shows the Alamo Colleges District website interface. On the left is a dark navigation sidebar with the following items: Home, Start Here, Student (highlighted), My Courses, My Page, Employee, and My Library. The top right of the page displays the 'Student' header and the breadcrumb 'Home Community / Student'. The main content area features a 'Registration' banner with a blue background and the text 'REGIST HERE'. Below the banner, it states 'Within the Registration portal,' followed by a bulleted list: 'Look up classes' and 'Register for classes'.

4. Scroll down to Student Self Service and click on [Web Services](#)

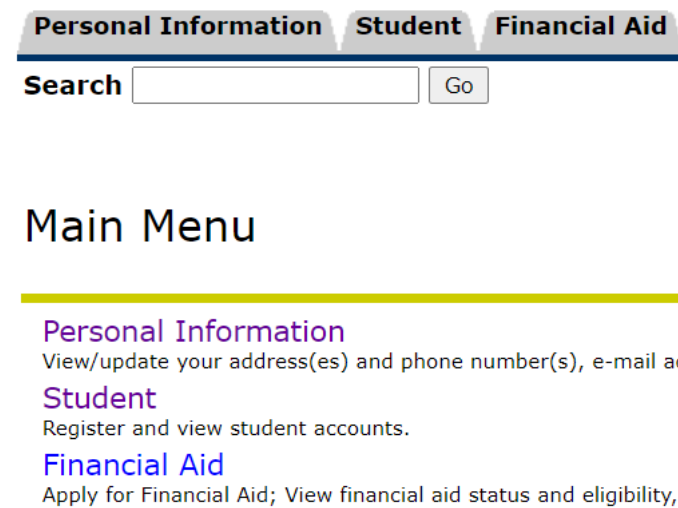


Student Self Service

[Web Services](#)

Register for courses, search the course catalog, view grade and transcripts, update your personal information, and access many other administrative services.

5. Click on the [Student Tab](#) again



Personal Information **Student** **Financial Aid**

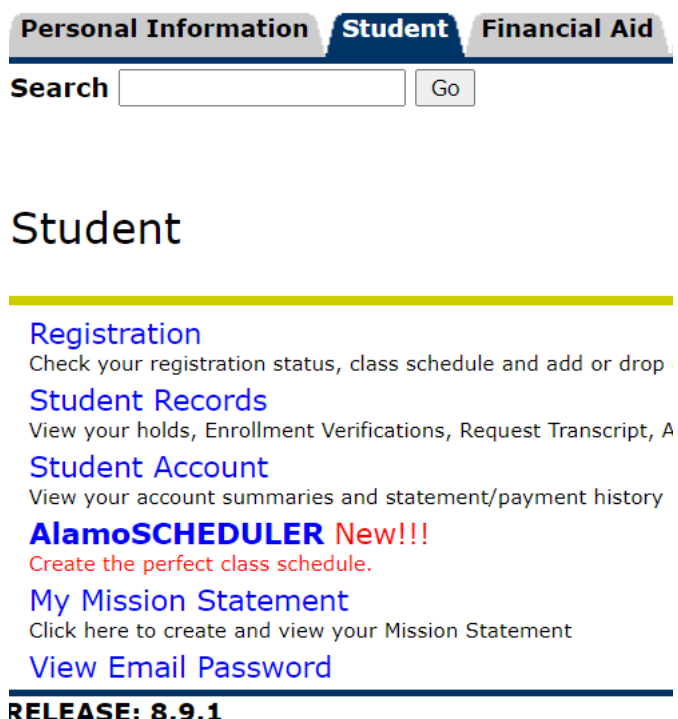
Search

Personal Information
View/update your address(es) and phone number(s), e-mail ac

Student
Register and view student accounts.

Financial Aid
Apply for Financial Aid; View financial aid status and eligibility,

6. Click on [Student Records](#)



Personal Information **Student** **Financial Aid**

Search

Registration
Check your registration status, class schedule and add or drop

Student Records
View your holds, Enrollment Verifications, Request Transcript, A

Student Account
View your account summaries and statement/payment history

AlamoSCHEDULER New!!!
Create the perfect class schedule.

My Mission Statement
Click here to create and view your Mission Statement

View Email Password

RELEASE: 8.9.1

7. In Student Records you will click on [Order Official Transcripts](#)

Student Records

- [View Holds](#)
- [Midterm Grades](#)
- [Final Grades](#)
- [Grade Detail](#)
- [View Unofficial Academic Transcript](#)
- [Course Catalog](#)
- [View Student Information](#)
- [Class Schedule](#)
- [Request Enrollment Verification](#)
- [Apply to Graduate](#)
- [View Application To Graduate](#)
- [Data Validation/Survey Page](#)
 - a. **The Registration Splashpage must be complete with "Compatibility View" turned off. Mozilla Fire**
- [Order Official Transcript](#)
- [Bacterial Meningitis](#)

8. You will see the message below and you will need to click on the click “[here](#)” area to continue

Attempting to open another browser window (a popup) with your information to Credentials.

If the window does not launch in 5 seconds, please click [here](#)

Be sure to close all browser windows when you are done to protect your information.

[Back](#)

9. There is a cost to ordering transcripts (please see website for full details)

Transcript Ordering Services
Alamo Colleges District

Information from Alamo Colleges District

Alamo College Students and Alumni:

While keeping with safety protocols, Alamo Colleges District is monitoring transcript requests and will continue to process them as quickly as possible. Thank you for your patience, understanding, and resilience as we adapt to local and global changes.

PLEASE NOTE: If you attended more than one Alamo College, your single-request-and-transcript will include all academic credit. You only need to request more than one transcript when you have more than one intended recipient.

Please choose one of the following options:

Order PDF Transcript(s)

Order Paper Hard-Copy Transcript(s)

Do not use browser back or forward buttons.
Your session will time out after 60 minutes of no activity

▼ Pricing and Payment

Processing and Transcript Charges

Official Transcript - Deliver to Recipient	\$10.00	<i>Per Transcript</i>
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Electronic Delivery Charges

Electronic Transcript Delivered to College/University	\$5.00	<i>Less Per Transcript</i>
PDF Delivered to College/University	\$5.00	<i>Less Per Transcript</i>
PDF Transcript Downloaded by Third-Party Recipient	\$5.00	<i>Less Per Transcript</i>

Printed Delivery Charges

1st Class Mail	\$.00	<i>Per Transcript</i>
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Handling and Surcharges

Handling Charge for Internet Orders	No Charge	
Surcharge for Operator-Entered Orders	\$15.00	<i>Additional Per Order</i>