How to request a transcript
On the Northwest Vista College homepage, click on the “login to ACES” tab.
Enter your User name and Password, or click on “How do I get a user name and password?” if this is your first time accessing ACES.
On the ACES webpage, select the “Student” tab
From the “Student” tab, click on “Web Services”
Click on “Student & Financial Aid”
Click on “Student Records”
Click on “Request Printed Official Transcript”
Please note: Northwest Vista College does not process electronic transcripts. All transcripts are printed and mailed.
If you get the “Dual Credit Transcript Hold” error, you will not be able to request your official transcript until the hold is removed.

This Transcript Hold is removed by the Admissions Office (not Dual Credit Office) once your final high school transcript with your date of graduation is on file.
If you do not have a transcript hold, the Transcript Request Address screen will show three address options. Use the “Look Up College Code” link, select your address from the drop down, or type the name of the person or business you are sending the transcript to. Click on “Continue”
Click the “Transcript Type” drop down and select Official Transcript
Click the “Course Levels” drop down and select Undergraduate
Click on “Continue”
**Please note:** Unofficial transcripts are available for you to view and print by clicking on the “Academic Transcript” link at the bottom of the “Transcript Request Options” screen.

Review options for “Print Transcript”.

Make your selection for “Print Transcript” and Transcript Reason from the drop down menus and click on “Continue”.

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**Transcript Request Options**

<table>
<thead>
<tr>
<th><strong>Number of Copies (Up to 1):</strong></th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Official Transcript:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>In Progress Cut-off Term:</strong></td>
<td>None</td>
</tr>
<tr>
<td><strong>Print Transcript:</strong></td>
<td>As soon as possible</td>
</tr>
<tr>
<td><strong>Delivery Method:</strong></td>
<td>Standard Mailing $10.00 per copy</td>
</tr>
<tr>
<td><strong>This transcript request will be used for:</strong></td>
<td>None</td>
</tr>
</tbody>
</table>

[View Holds | Academic Transcript]

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* indicates required field
Review the “Transcript Request Summary” for accuracy. If the summary is correct, click on “Submit Request”.
Enter the billing address associated to the credit card you are using for payment. Click on “Continue”.
The Virtual Business Office screen will open to process your payment. Enter Payment Information then continue to Submit payment and Payment Receipt screens.