How to Request for Transcript

Official Transcript Requests

Transcript requests are being processed daily, however, due to required validation of converted data, it may take more than 10 business days to process your request. Please contact your Enrollment Services/Admissions and Records Office if your request is not processed in 10 business days so that they may follow up on your request. Please do not submit another request, as this may further delay your transcript.

Go to Website: http://www.alamo.edu/main.aspx?id=1173#transcripts

Current Student – ACES

1. Log on to ACES
2. Select the “My Page” Tab
3. Select “Request Official Transcript” under “My Transcript & Records”

How to View Transcript Request Status - ACES

Step 1. Log in to ACES
Step 2. Select the “Student TAB”
   3. Click “Web Services” (on the left side of page, under tabs)
   4. Select “Student”
   5. Select “Student Records”

Main Menu

- Personal Information
- Student
  Register and view student accounts.
- Financial Aid
  Apply for Financial Aid; View financial aid

Former Students and Employees

Log-in To ACES 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 forgot your password, click the Forgot Password? Link at the bottom of the Secure Access Log-in Box and answer the Security Question.
3. If you still cannot log-in to ACES, call the Help Desk at 210-485-0555.
4. 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.
Non - Current Student

- Go to website: https://secure.touchnet.com/C20015_ustores/web/product_detail.jsp?PRODUCTID=904
- Fill out to request ($10.00 Fee per transcript)