

How to Request an ACE Transcript

Create Your Account

If you already have an account with the ACE CREDIT Registry and Transcript System, please log into your account and proceed to the section regarding submitting courses. If you are **new** to the ACE CREDIT Registry and Transcript System and to validate your account, visit the <https://www.acenet.edu/transcripts> and follow these steps:

Step 1: From the homepage, click on “**Create an Account**”.

Step 2: On this page, insert your last name and your social security number. Click “**Next**”. This will search our database to see if a record has already been established for you by another organization. If the system finds no record that matches, then please choose “**Continue Registration**”

Step 3: Fill in the required fields to create your account. Create a user name, password and security question. Read and accept the Terms of Use. Click “**Complete Registration**”.

Step 4: Your account has been created and you are now on your home page.

Submit Courses to Your Organization for Approval

Step 1: From your homepage, choose “**Course Search**”.

Step 2: Type in your search criteria in the provided fields to find your course.

Once you have located the course, choose, “**Add to Transcript**”.

Proceed by entering your completion date and the location where you completed the course. Then click “**Submit for Review**”. This will prompt a request to the registrar at your organization to review your course request and approve or deny it.

NOTE: Please ensure you have the correct date of when you completed the course. Failure to provide the right date will result in your request being denied.



The screenshot shows the ACE CREDIT Registry and Transcript System interface. At the top, there is a navigation bar with links for College Credit Recommendation Service, National Guide, Military Transcripts, and GED Testing Service. Below this is a sidebar with a menu for Courses (Course Search, My Courses) and Transcripts (Order Transcripts, Transcript Status), along with a Logout button. The main content area is titled 'Course Search - Request Transcript Addition' and displays the following information for a selected course:

- You are about to request the following course be added to your transcript:
- Organization:** McDonald's Corporation
- Credit Type:** Course
- Title:** Coaching Workshop
- ACE Number:** MCD-0035

Below the course information, there are two input fields:

- Please enter the date you completed the course: (mm/dd/yyyy)
- Please select the location where you completed the course:

A note at the bottom states: "Note: This course will not be added to your transcript until the organization has approved it. Once the organization has taken action on this request, you will receive an e-mail notification." At the bottom center, there is a red button labeled "SUBMIT FOR REVIEW" with a small icon to its right.

Step 3: The course(s) have been submitted to your organization. Once they have been approved by your organization, you will receive an email that the courses have been added to your transcript.

Enter Destination

College/University

Click the button below to search the ACE Transcript College/University List. If you can not locate your college/university, please select "Other Destination" below.

← 1

Other Destination

Select this option if you would like to send a transcript to yourself, your employer or another organization, or if you are unable to find your college or university in the search feature above.

Next >> ← 2

Enter Destination Detail

Please choose the format in which you would like your transcript to be sent.

Electronic (\$15.00 per transcript)

Paper (\$15.00 per transcript)

Next >>

We accept American Express, Mastercard, and Visa.

Note: Transactions will appear as [The American Council on Education](#) on your credit card statement.

Your credit card will be charged: **\$15.00**

Billing Information

Payment Type: *
---Select Payment Type---

Credit Card Number: *
(No spaces or dashes)

Expiration Month: * **Year:** *
---- --

Security Code (CVV): *
 (Learn More)

Cardholder Name: *
(As it appears on the card)

Billing Address Line 1: *

Billing Address Line 2:

Country: *
---Select Country---

City: *

Zip/Postal Code: *

A receipt will be e-mailed to jesus.ventura17@gmail.com, your e-mail address on file. You may [update your profile's e-mail address](#) to provide us with a different e-mail address.

Note: Please do not press the Submit Order button more than once. Pressing the button more than once may result in duplicate charges.

<< BACK SUBMIT ORDER

Order Your Transcript(s)

Select **"Order Transcripts"** from your home page and follow the steps to order your transcript.

You will be prompted to choose your transcript type (paper or electronic) as well as the destination that the transcript should be sent to. This site will allow you to pay the registration fee of \$20.00 which includes a complimentary transcript. You will be prompted to pay your registration fee when you order your complimentary transcript. Additional transcripts are \$15.00 each.

Things to Remember...

1. There is a cost to obtain your transcript from ACE. The registration fee is \$20 which includes one transcript and each additional transcript is \$15.
2. Grades are typically available two weeks after the end of the term. Please allow this time for processing.
3. Upon submitting your request through ACE, you will receive a response back within one week of your request.
4. If you encounter problems with the website, please contact the American Council on Education at (202) 939-9300
5. When entering your student ID remember to enter your nine digit Social Security Number.
6. If you have verified that you input your information correctly but are still receiving the 'No Match Found' statement, please contact the College Program Education Office at (407) 827-1244 or via email at wdw.disney.education.ops@disney.com for further assistance.