

How to Request a Final Transcript

Please follow the steps listed below to log into your student ACES account. The information below contains how to request a transcript **after graduation** to be sent to the College or University of your choice.

Your user name will be: ***** (all lower case)

Password: *password was created by student. (If entering for the first time temporary password will be first 2 letters of your last name in CAPS and your DOB. **Example-** HR082094)*

Student ID (banner ID): *****

Please go to www.alamo.edu

If logging in for the first time, please follow these steps:

- Click "login to ACES"
- If you do not remember your user name please click: *How do I get a user name and password.*
- Enter the user name and temporary password provided (if the information does not work or no students tab is listed when you enter please call **486-0777**. Have your banner ID ready) **if you have previously signed in and cannot remember your password click forgot password and answer the security questions you set in place. If this still does not work, call 486-0777. Also, helpdesk at district open until midnight is 485-0411.**
- Once into the site, create a new password- *keep this information safe, you will need it in the future*
- Create a security question (or 2)

If you have logged in previously, please follow the steps below:

- Once on the main page, click the student tab (top of the page)
- Click web services (left hand side)
- Click student & financial aid
- Click student records
- Click request a printed transcript
- Click look up college code (in blue)
- Enter college information, address will automatically generate at end of session
- Select official transcript
- Select 1 copy, standard mailing, as soon as possible (first copy is free, each additional copy is 10\$)
- Verify all information is correct
- Hit submit request

After the request for your final transcript has been made, please wait 24-48 hours before contacting my office to ensure it was sent out. 210-486-0897, please have your banner ID ready.

If you would like to view your **unofficial transcript** to see your courses and grades, please follow the steps above, however select Academic Transcript (instead of request a printed transcript), click unofficial and undergraduate.

Thank you,
Tamara Anderson