

<https://www.acenet.edu/transcripts/register/>

ACE Transcript Service • Register - Microsoft Internet Explorer

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ACE Transcript Service

Create My Account

- 1 contact information
- 2 review information
- 3 account created

Welcome to the American Council on Education's transcript registration site. This registration site is used by individuals who have taken ACE recommended courses or exams. It also can be used to register a Continuing Education Unit (CEU) course or seminar if the organization that sponsored the training is among those you see listed here: http://www.acenet.edu/cill/corporate/ceu_providers.cfm.

1. **First, we need to know who you are.** Please complete the form below. Those items marked with an asterisk (*) are required. If you have used this site before and are already registered in the system, simply log in with your Username and Password.
2. **Be sure to write down or remember your Username and Password.** Once in this system, you can "Save" your work and log in again later. This is important because you will be able to

Already have a student record?
Login here:

Username

Password

- Enter -

Done Internet

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2. **Be sure to write down or remember your Username and Password.** Once in this system, you can "Save" your work and log in again later. This is important because you will be able to view the status of your request(s) when you log back in. Keep in mind that each of your requests will be routed to the training organization for verification. It's advisable to wait for resolution of all your requests before sending your first ACE Transcript. Waiting for resolution of all requests will ensure that your ACE Transcript is complete at the time you send it.
3. **There is no cost for using this registration site.** Throughout the registration process, you will be notified by e-mail whenever one of your requests has been approved or denied. When all your requests have been resolved and you've received approval(s), you will be notified again by e-mail and given a link to the ACE Online Transcript System. Using the Online Transcript System, you can once again view your complete file, change your address if necessary, and then order your first ACE Transcript. At that time, you will need to pay the one-time fee of \$35 to activate your ACE Transcript account. The \$35 fee includes your first transcript.

*This information is used to contact you about your transcript request and for delivery purposes only. Please read [ACE's Privacy Notice](#) for additional details. **Items marked with * are required.** At the completion of this phase, you will be able to search for and add courses to your student record. This list of courses will then be reviewed by the organization for final approval.*

It may take up to 24 hours for a student's account to be available for log-in. To log-in, a student simply needs to enter their chosen "Username" and "Password".

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Already have a student record?
Login here:

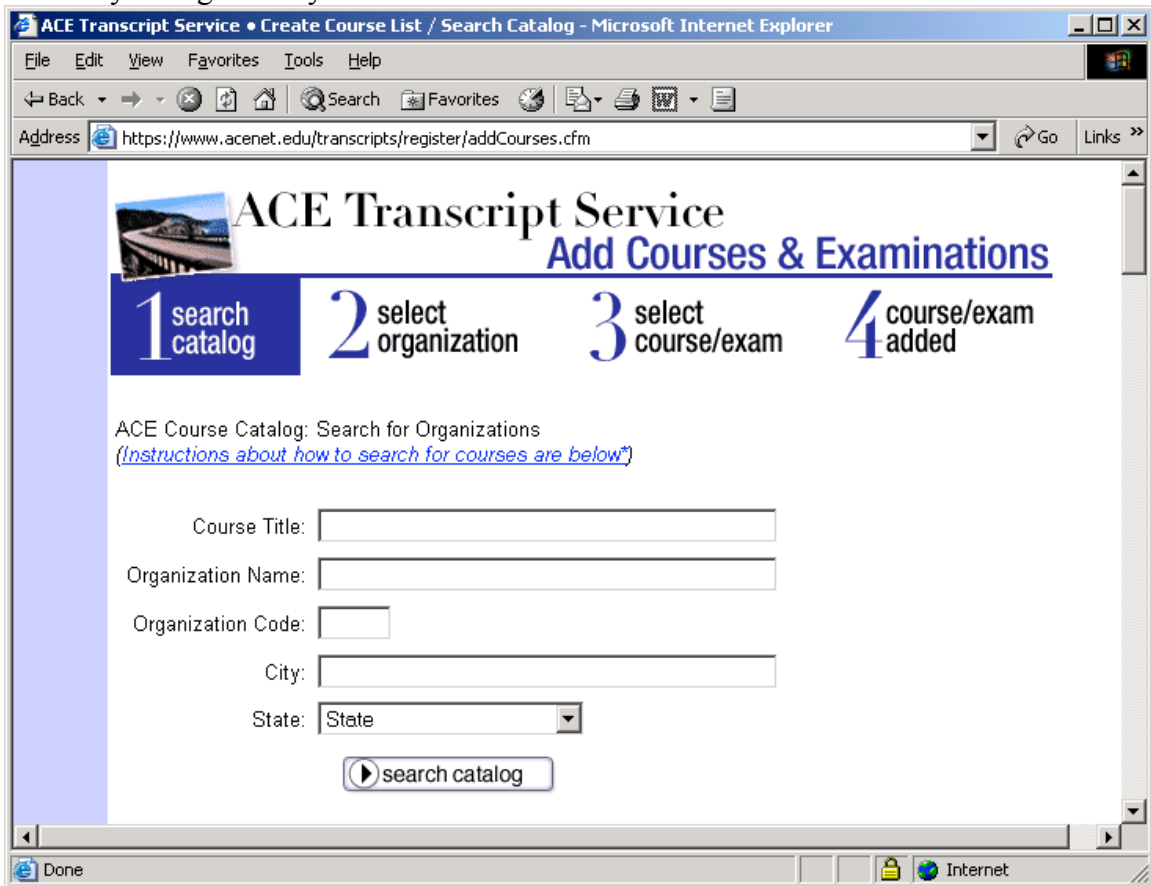
Username
krausr

Password

- Enter -

Internet

It's now time to begin the selection of courses. Using the search screen a user can look up courses by title, company name, organization code (if known) and the can narrow any search by filling in a city or state.



Using key words from a course title, or the full title itself, the search engine will return a list of courses that match your request. It is important for the students to now pay close attention to the “effective dates” for courses. Students must have completed the course during the time that it was reviewed by ACE. An error message will display if a student tries to select a course and they completed it outside the stated range for that course. In that case, the student should look again at the course list to see if they should have selected a different course version that was valid at the time they completed it.

ACE Transcript Service • Create Course List / Select Course - Microsoft Internet Explorer

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ACE Transcript Service

Add Courses & Examinations

- 1 search catalog
- 2 select organization
- 3 select course/exam
- 4 course/exam added

Select Course

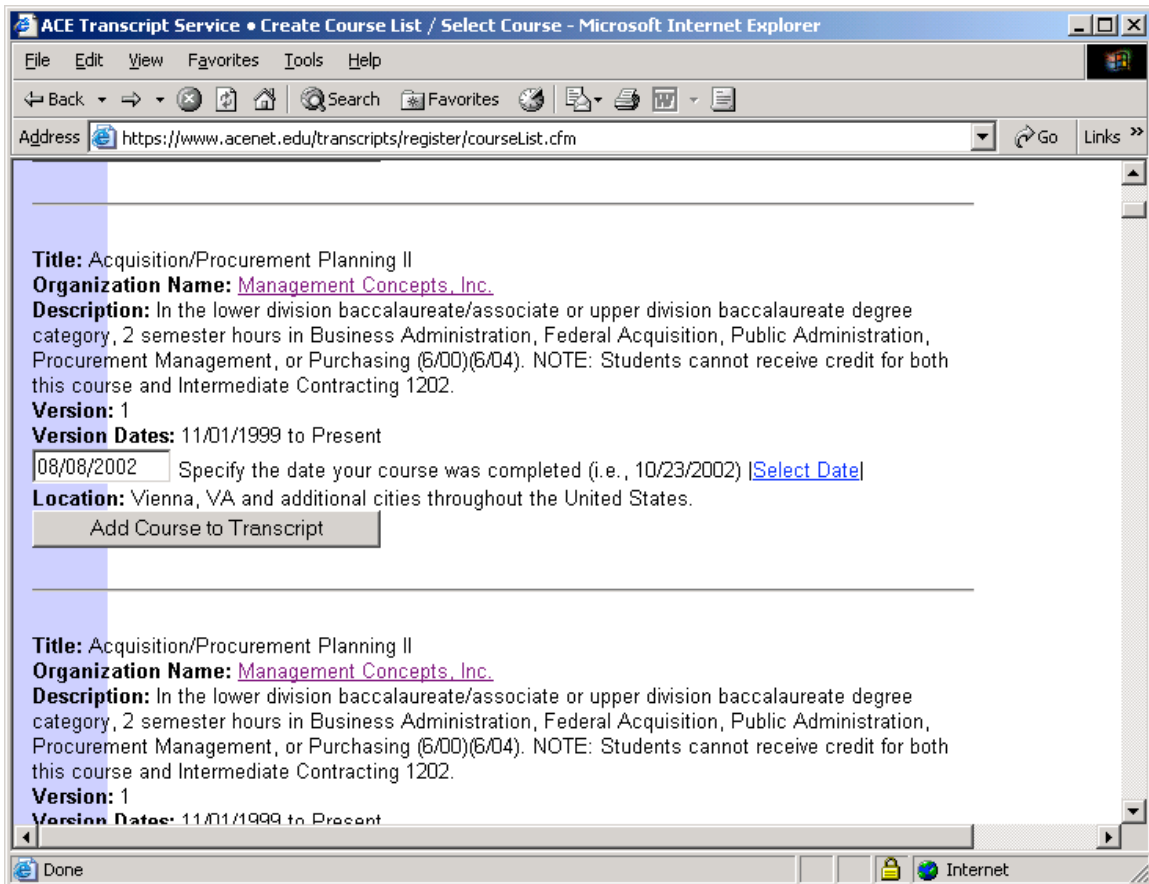
If a course is not listed in this catalog, then it has not been reviewed by ACE

284 courses found (sorted alpha by course title)

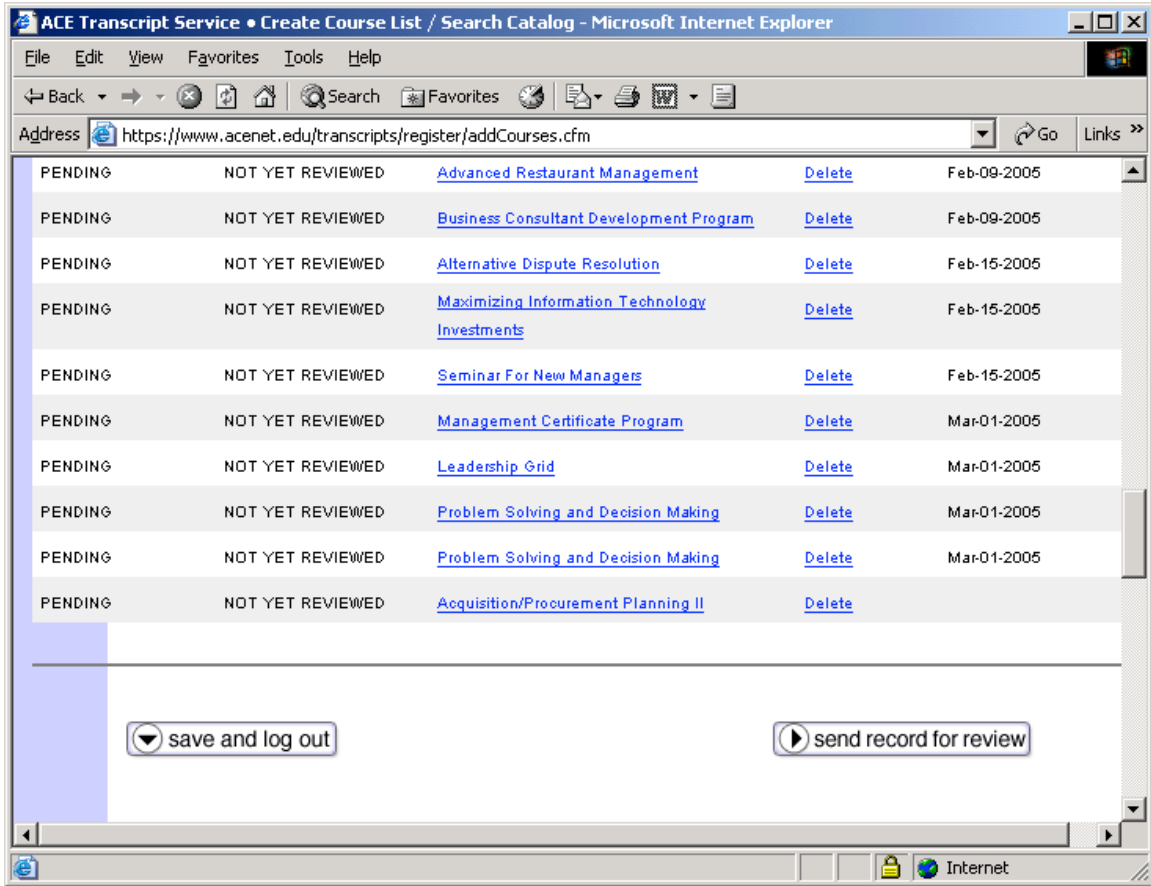
Title: Acquisition/Procurement Planning I
Organization Name: [Management Concepts, Inc.](#)
Description: In the lower division baccalaureate/associate or upper division baccalaureate degree category, 3 semester hours in Business Administration, Federal Acquisition, Public Administration, Procurement Management, or Purchasing (6/00)(6/04).
Version: 1
Version Dates: 10/01/1999 to Present

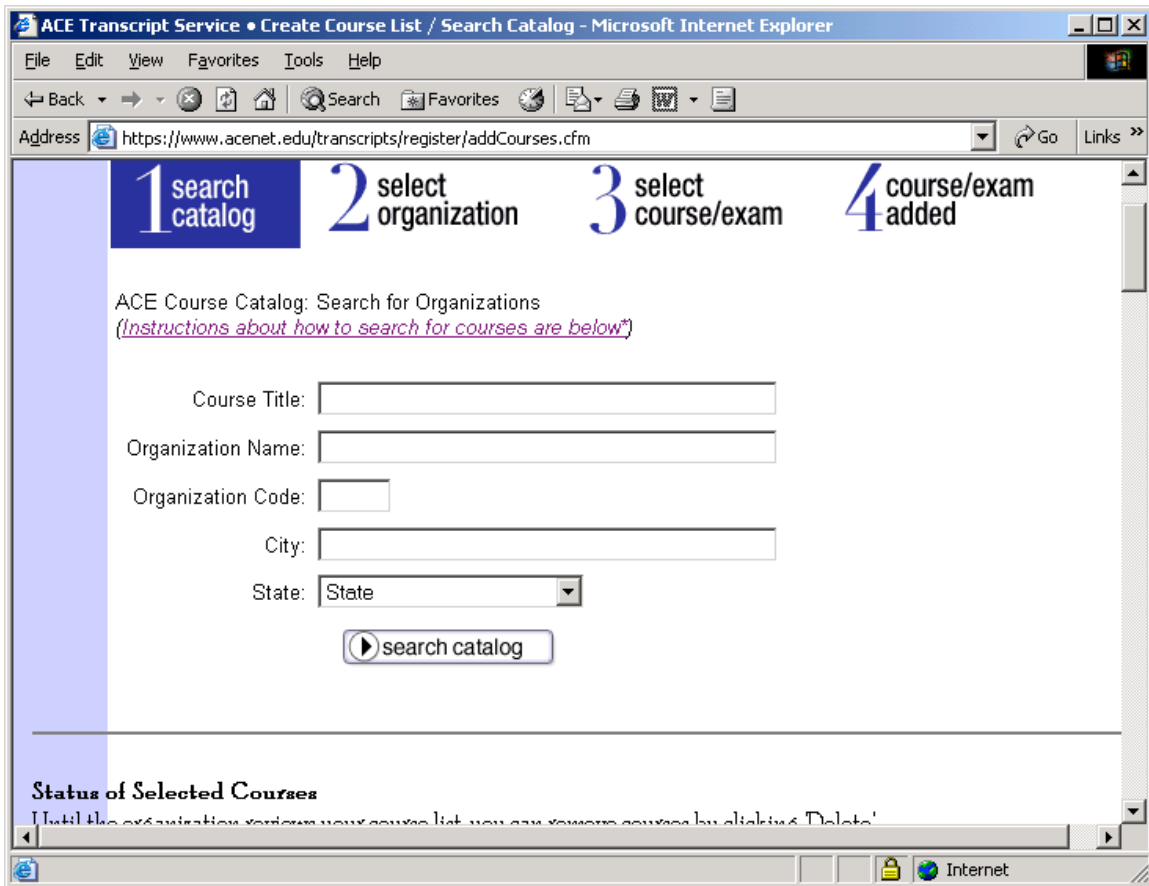
Done Internet

For each course the student selects they will enter their date of completion. This date of completion will be reviewed in the next stage when a company representative verifies the information the student has submitted.



After completing the list of courses the student is seeking ACE recommendations for, they have the choice of saving their work and logging out or, if they are satisfied that they are ready to proceed they can send their record on to be reviewed by their company manager.





Students can, at any time, log back into the system to add additional courses. Unused profiles (those with no activity) are purged after 6 months.