

American Council on Education (ACE) Registration and Transcript Service

The American Council on Education's College Credit Recommendation Service (CREDIT) connects workplace learning with colleges and universities by helping adults gain access to academic credit for formal courses and examinations taken outside traditional degree programs.

G4S Wackenhut employees who successfully complete training that has an ACE credit recommendation can join the ACE Transcript Service and request an official transcript.

Establish Your Account

Step 1: Registration is the first step to establish your account. To register with the ACE online Transcript Service, log on to <https://www.acenet.edu/transcripts>. Select **Register Now** under **New User?** and complete the information to establish your account.

You only need to register on this site one time for the online Transcript Service. If you have previously registered for the **online Transcript Service**, it is not necessary to register again. There is no fee associated with establishing an account with the Transcript Service.

Step 2: You will receive an automatically generated email to inform you that your ACE record has been established. At this point you may choose to activate your record or submit courses to your organization for approval.

If you have previously established an account, you are a **Returning User**. Log on to <https://www.acenet.edu/transcripts> and select **Login Page** under **Returning Users**.

Activate Your Record

Step 1: To activate your record, log on to <https://www.acenet.edu/transcripts>. Select **Returning Users**. Select your **current login method** associated with the record that you established. This site will allow you to pay the fee, view your record, and order transcripts. The fee for establishing a record is \$40.00. This fee includes one complimentary transcript. Additional transcripts are \$15.00 each.

Submit Courses to Your Organization for Approval

Step 1: You can add ACE evaluated courses that you have successfully completed at <https://www.acenet.edu/transcripts>.

After logging in to your account, select **Course Search**. On the Course Search page, select G4S Wackenhut Corporation from the list of organizations. Then, select **Find**.

Step 2: All of the G4S Wackenhut credit recommended courses are listed. Select the course that you wish to submit for approval. Review the course information and if you wish to continue, select **Add Course**. Enter the month, day, and year that you completed the course and select **Update Course**. Once you have completed adding all of your courses, select **Submit for Review**.

Step 3: After you select **Submit for Review**, the course(s) will be submitted to G4S Wackenhut for approval. Once they have been approved, you will receive an email that the courses have been added to your transcript.

Request a Transcript

Step 1: After receiving the email that courses have been added to your transcript, you can request an official ACE transcript be sent to your college or university of choice. After logging in, select **My Courses** at the top of the page.

Step 2: Review the courses for accuracy, and then select the orange **Order Transcripts** button. A list of transcript courses will appear.

Step 3: Select **Order Credit Transcripts**.

Step 4: Complete the mailing information for your transcript. Select the number of copies and click **Add This Address**. If all the information is correct, select **Continue**.

Step 5: Complete the payment method. Select **Continue**. You will be asked to review the request information one more time and to **check the Authorization box**.

Step 6: After checking the Authorization box, if all the information is correct, select **Submit Order**.

Your transcript will be placed in the U.S. mail within 24 business hours.