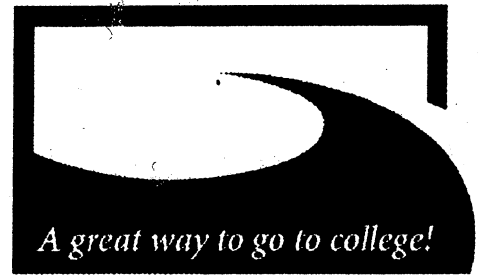


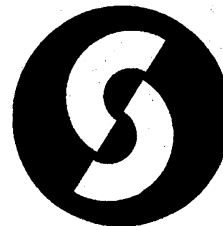
How to Order an Official Transcript

Order online and pay with cash, check or credit card.



MIAMI VALLEY
TECHPREP
CONSORTIUM

1. If you are a **current student** in high school or at Sinclair, go to my.sinclair.edu.
2. Type in username and password.
3. If you are having password problems call the help desk at Sinclair (937) 512-4357 (HELP). They will probably ask you to reset your password. It must have at least one uppercase letter and one number. Set it so that you remember the password later. You may have to close out your browser and log back in by going back to my.sinclair.edu.
4. For an official transcript, click on the link on the left that says **Transcript Requests** and follow directions.
5. If you are a **former student**, go to the web address: <http://www.sinclair.edu/services/registration/records/transcripts>.
6. Select the **Alumni/Former** link.
7. Click on **Start My Order**.
8. Follow the instructions given.



**Sinclair
Community
College**

www.sinclair.edu/services/registration/records/transcripts