

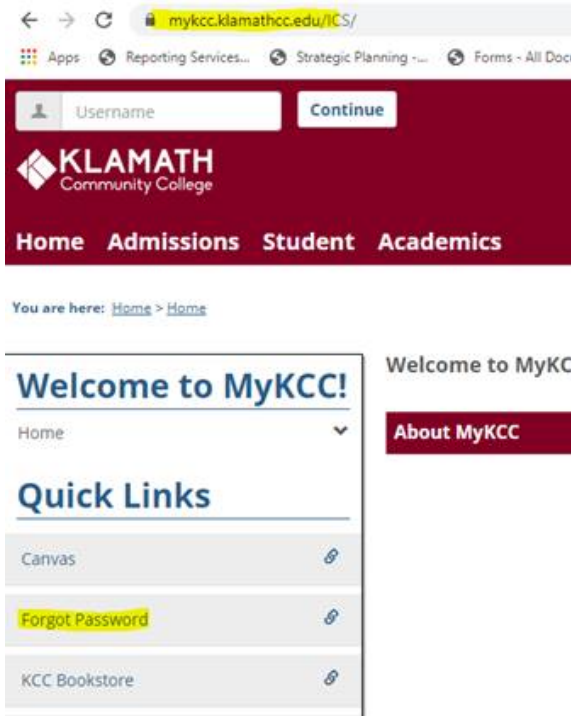
Requesting a Transcript from KCC

To obtain your unofficial transcript please go to <https://mykcc.klamathcc.edu/ics> , then click on forgot password.

You need your student ID and KCC email address.

Your email address will be your **studentID@students.klamathcc.edu**.

When enter in your phone number do not use dashes.



The screenshot shows a web browser at the URL mykcc.klamathcc.edu/ics/. The page features a dark red header with the Klamath Community College logo and navigation links for Home, Admissions, Student, and Academics. Below the header, there is a login form with a 'Username' input field and a 'Continue' button. A 'You are here' breadcrumb trail shows 'Home > Home'. On the left side, there is a 'Welcome to MyKCC!' section with a dropdown menu set to 'Home' and a 'Quick Links' section containing 'Canvas', 'Forgot Password', and 'KCC Bookstore'. On the right side, there is a 'Welcome to MyKC' section with an 'About MyKCC' button. The 'Forgot Password' link in the Quick Links section is highlighted in yellow.

Student

Instructions

1. Your username is your **6 digit student ID** number
2. Please enter your date of birth in the **00/00/0000** format
3. Please enter the primary email on your account

This is usually your **studentid@students.klamathcc.edu**

The primary email is only used for verification. The reset email will be sent to all emails associated with your account.

Password Reset

Username:

Birthday:

After it sends you a password on your phone (if you signed up with your cell number; otherwise might go to a parent) wait 30 minutes before logging in.

[Additional Directions if you need more help](#)

To get your unofficial transcripts click on the **Student** tab on the top of the screen, then **My advising** on the left of the screen and scroll down to **Academics**. **Then you will click on View unofficial transcript.**

To request official transcripts

<https://tsorder.studentclearinghouse.org/school/select>

Transcripts are \$5.25 each per destination. For example, two transcripts sent to the same destination is \$5.25 whereas two transcripts sent to separate destinations is \$10.50. Transcript processing time is 2-3 business days.

Klamath Community College currently offers paper transcripts only and two delivery options: (1) Mail (2) Hold for Pickup. Electronic delivery option is coming soon.

If you need to have any document included with your Klamath Community College transcript, you can upload it in PDF format with your transcript order. Please ensure that your order form is complete.

Note: If there is financial hold on your account, we may not be able to process your request and an email notification will be sent to you. For more information in regards to any financial hold, or if you feel this is an error, please contact our Business Office at (541) 880-2237.

Questions? Contact Student Services at (541) 882-3521 or kcc@klamathcc.edu.

For assistance contact:

Jeannie Ruiz

Student Success Associate & Early Alert Manager

Klamath Community College

7390 South 6th Street

Klamath Falls, OR 97603

(541) 880-2276

ruiz@klamathcc.edu