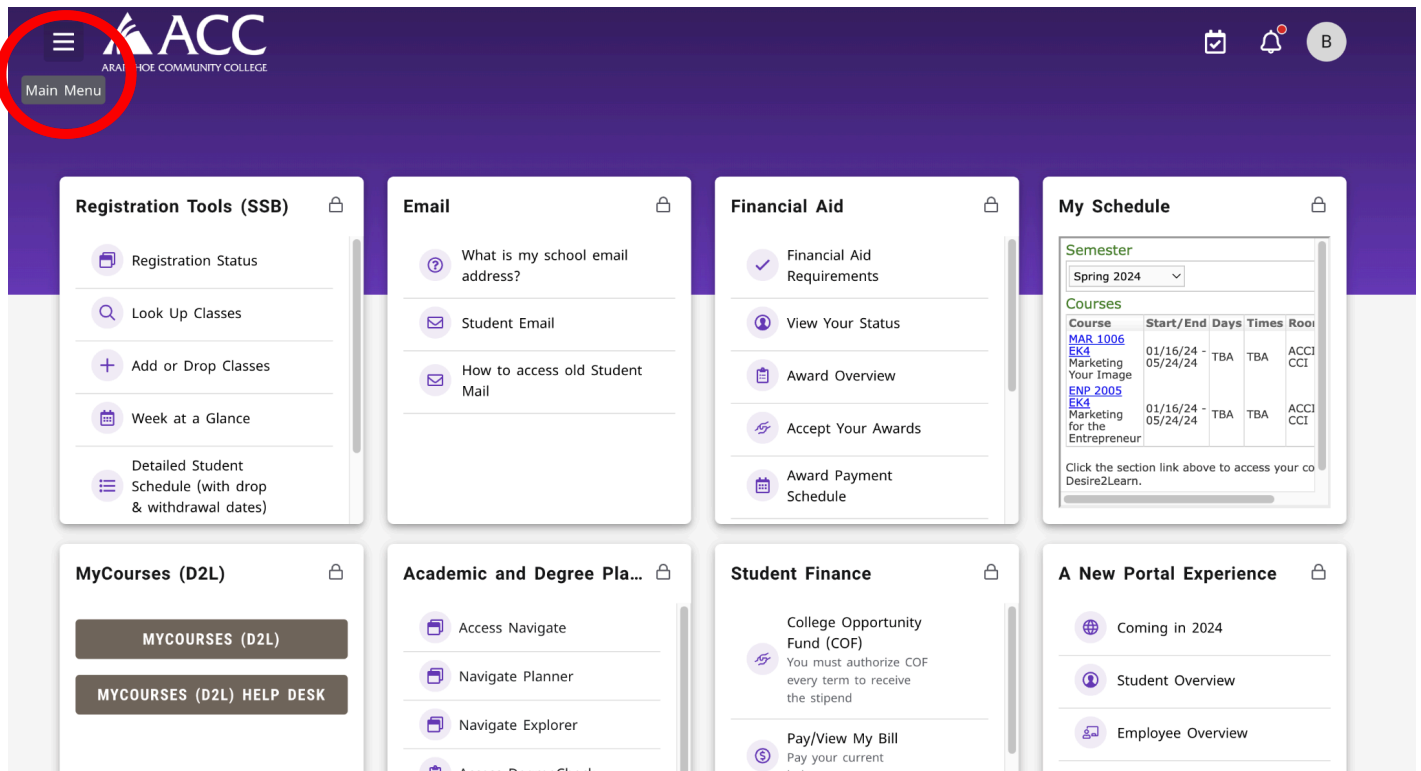


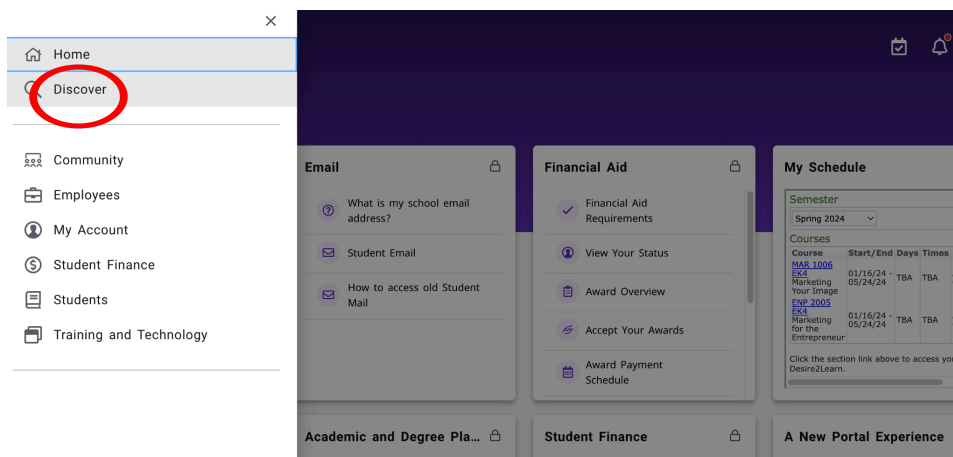
# How to Print your Unofficial Transcripts

## This is a guide for **any community college**

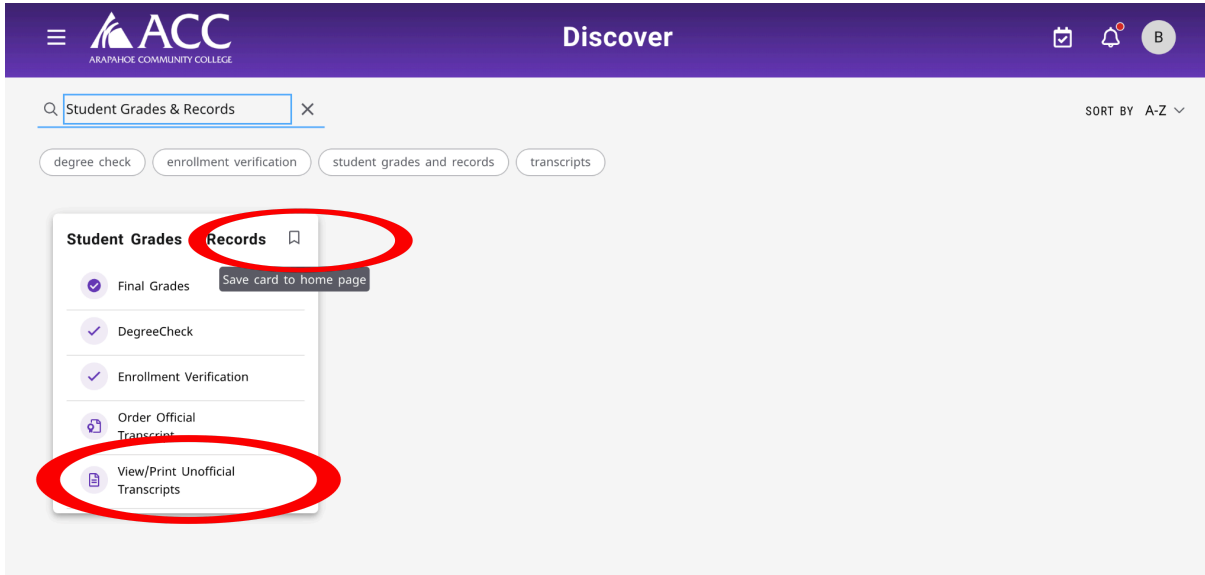
- Go to the student portal associated with your community college (i.e. MyACC, MyCCA, etc.)
- Log in with your Student ID number (include the capital S) and password
  - If this is your **first time logging in**- you will need to click “Need help with your login?” and follow the “forgot password” process. See next page for instructions.
- Once logged in, navigate to the top left **“Main Menu”** icon that has three bars



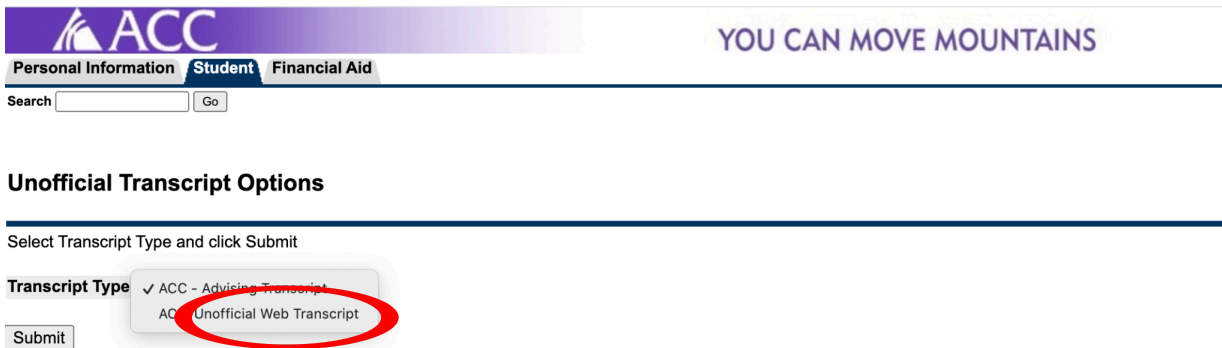
- In the main menu, click on **“Discover”**



- Type in “Grades” and it will pull up the “Student Grades & Records”. Click on this option.
- On the “Student Grades & Records” card, click on the bookmark image so this gets added to your homepage



- To download your Unofficial Transcript, you will click on “View/Print Unofficial Transcripts”
- In “Transcript Type” select “Unofficial Web Transcript”



[ [View Holds](#) | [Official Transcript Request](#) | [Official Transcript Request Status](#) ]

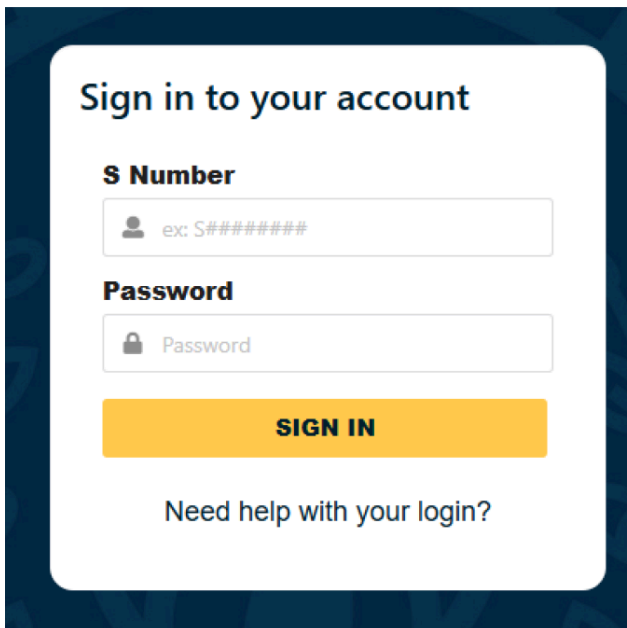
RELEASE: 8.7.1

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- “Print Transcript” and “Save as a .pdf” to download your transcript

## How to retrieve your S Number or reset your password:

- Go to the student portal associated with your community college
- On the Sign-In screen click on “Need help with your login?”
- Click on “I forgot my S Number” or “I forgot my password”
- Enter your information
  - School will be the community college you have credit
  - You will need the last four digits of your social security number



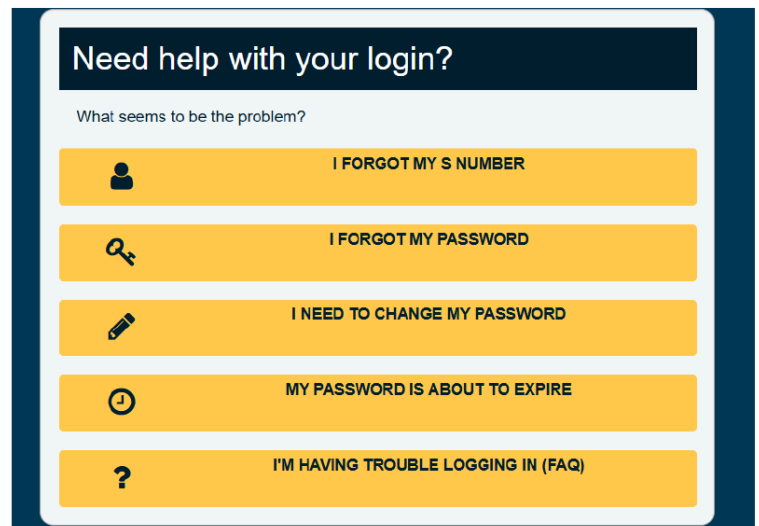
**Sign in to your account**

**S Number**

**Password**






**SIGN IN**

Need help with your login?



**Need help with your login?**

What seems to be the problem?

-  I FORGOT MY S NUMBER
-  I FORGOT MY PASSWORD
-  I NEED TO CHANGE MY PASSWORD
-  MY PASSWORD IS ABOUT TO EXPIRE
-  I'M HAVING TROUBLE LOGGING IN (FAQ)