

# How to Access Your Unofficial Transcripts

*\*Prior to attempting to access your Unofficial Transcripts, make sure to have your POP-UP blockers turned off on the internet browser you are using. Upon completing the following steps, it will open a PDF of your Unofficial Transcripts. This will not work if POP-UP blockers are on \**

## STEP 1:

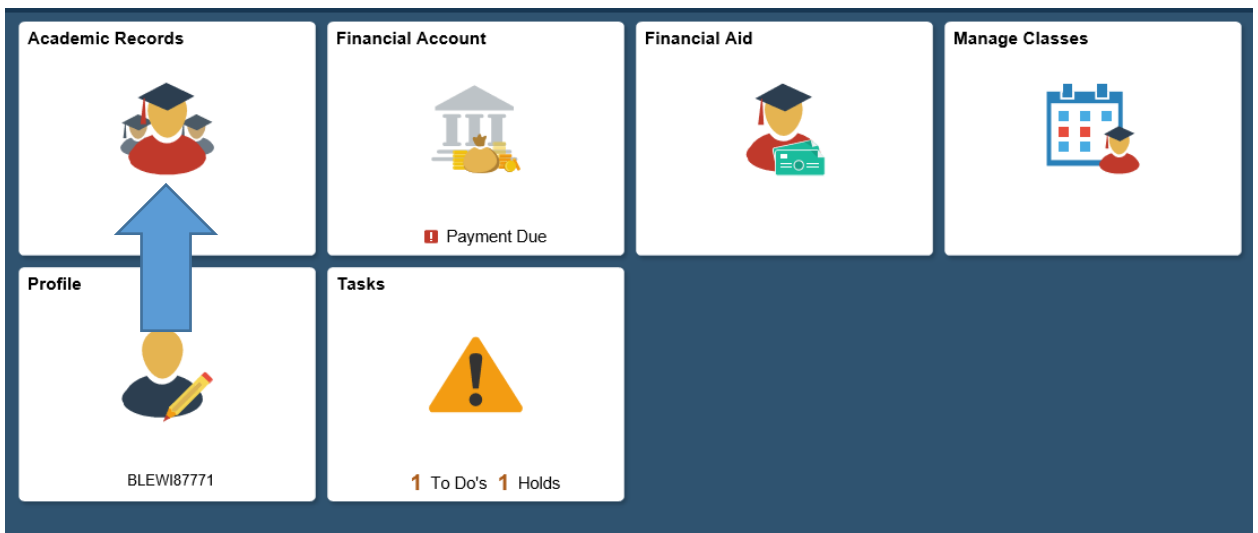
Go to the MyWCC Portal - [HTTPS://MYWCC.SUNYWCC.EDU](https://mywcc.sunywcc.edu) - and, under "SIGNON", put in your "USER ID" and "PASSWORD". (If you have not already created your USER ID and PASSWORD previously, that must be done first!)

Once you've successfully logged into your Home Page, you will see the following tile: Click the tile



## STEP 2:

Here you click onto the "Academic Records" Tile



STEP 3:

From the menu, select "*View Unofficial Transcript*"

The screenshot shows a sidebar menu on the left with the following items: Program / Plan Status (highlighted in green), Advisors, Course History, View Grades, View Unofficial Transcript (indicated by a blue arrow), Enrollment Verification, Transfer Credit Report, and Apply for graduation. To the right is a table titled 'Expected Graduation Term'.

Academic Career	School	Major/Concentration	Expected Graduation Term	Graduation Status
Undergrad	School-Math, Sci & Engineering	Mechanical Technology (AAS)	Spring 2019	Degree Awarded
Undergrad	Non-Matric	Non-Matriculated	N / A	

STEP 4:

Make sure *Report Type* is set to *Student Unofficial Transcript*. Click "*Submit*"

A PDF of your *Unofficial Transcripts* will open

The screenshot shows the 'New Request' form. The 'Report Type' dropdown menu is set to 'Student Unofficial Transcript' and is circled in red. A red arrow points from this dropdown to the 'Submit' button. Below the dropdown, there is a section titled 'Information For Students' with the text: 'View course equivalencies through Student Center - Transfer Credit Report.' At the bottom of the form, there is a note: 'To view reports, your device should allow popups and have a PDF viewer.'