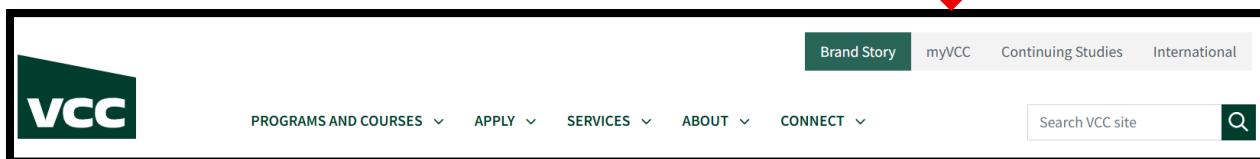




# INSTRUCTIONS FOR VIEWING YOUR STUDENT RECORD ONLINE

## Step 1: Access the Portal

Go to <https://my.vcc.ca/>



## Step 2: Log In

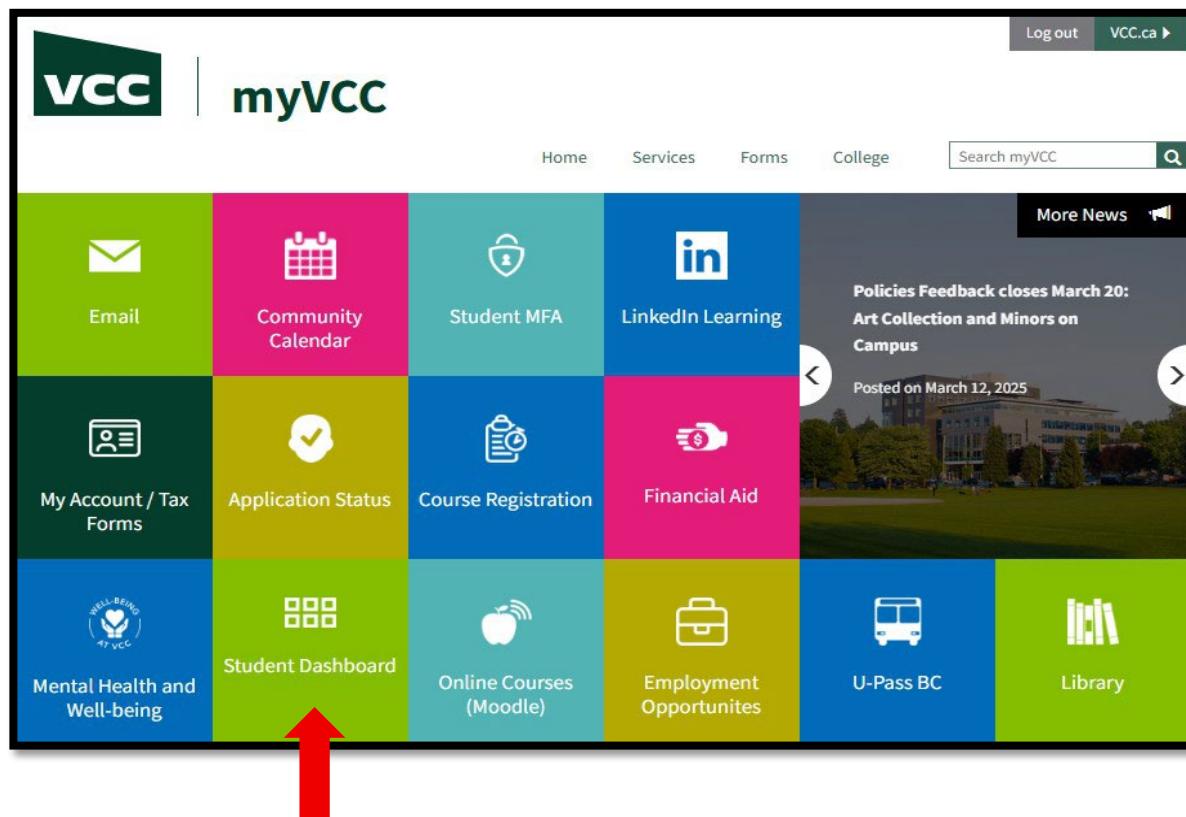
Enter your Student ID (e.g., 000654321) and password.

First-time user? Click Login Help for password format details.

Forgot your password? Click Forgot Password to reset it.

## Step 3: Navigate to Your Dashboard

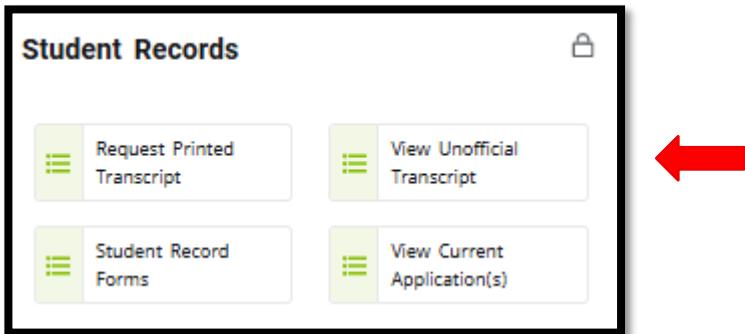
Click Student Dashboard or My Account.



# INSTRUCTIONS FOR VIEWING YOUR STUDENT RECORD ONLINE

## Step 4: View Your Transcript

Select View Unofficial Transcript to see your final grades.



## Step 5: Choose Transcript Options

From Transcript Level, select All Levels.

From Transcript Type, select Unofficial.

The image shows a screenshot of an 'Academic Transcript' page. At the top, it says 'Academic Transcript'. Below that are two dropdown menus: 'Transcript Level' (set to 'All Levels') and 'Transcript Type' (set to 'Unofficial'). Below the dropdowns are five tabs: 'Student Information', 'Degrees Awarded:', 'Transfer Credit', 'Institution Credit', and 'Transcript Totals'. At the bottom of the page, there is a note: 'This is not an official transcript. Courses which are in progress may also be included on this transcript.'

## Step 6: Review Your Grades

Scroll down to view grades for each term.

## Step 7: Print Your Transcript

Click the Print icon to print your unofficial transcript.

## Important Notes

- VCC alumni who have not registered for courses in 3 years or more cannot access services through the myVCC student account.
- If you need a transcript, complete the Request for Official Transcript form.
- The Registrar's Office does not issue unofficial transcripts or release grade information over the phone.