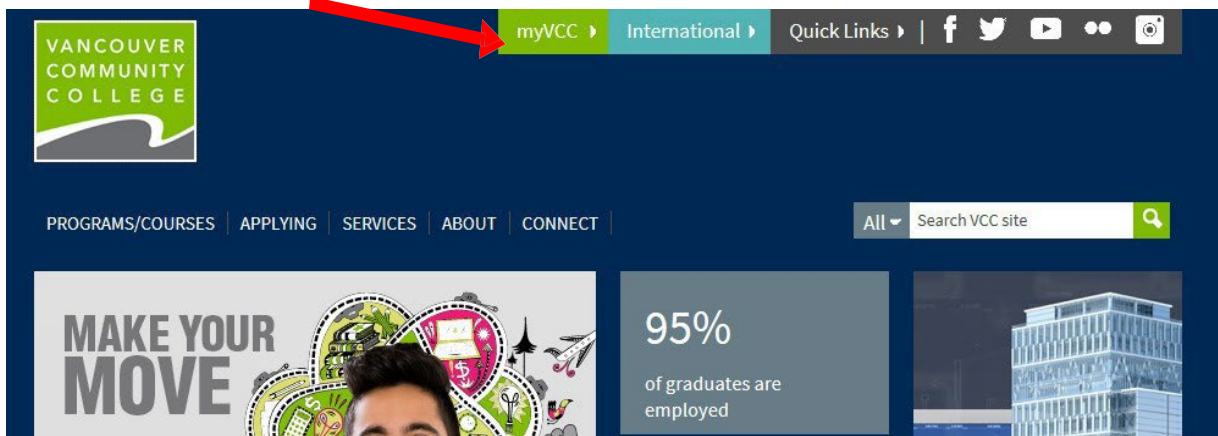


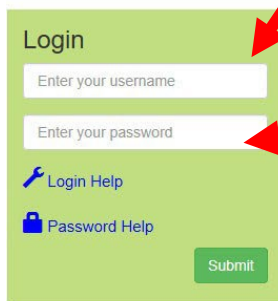
INSTRUCTIONS FOR VIEWING UNOFFICIAL TRANSCRIPTS ONLINE

1. Go to my.vcc.ca.



2. Enter Student ID

3. Enter your password. *If it's your first time logging in, your initial password will use your birthday in this format: VCCMMDDYY# ("VCC" plus your birthday (MMDDYY) plus "#"). E.g., if your birthday is January 30, 1995, your initial temporary password will be VCC013095#.*

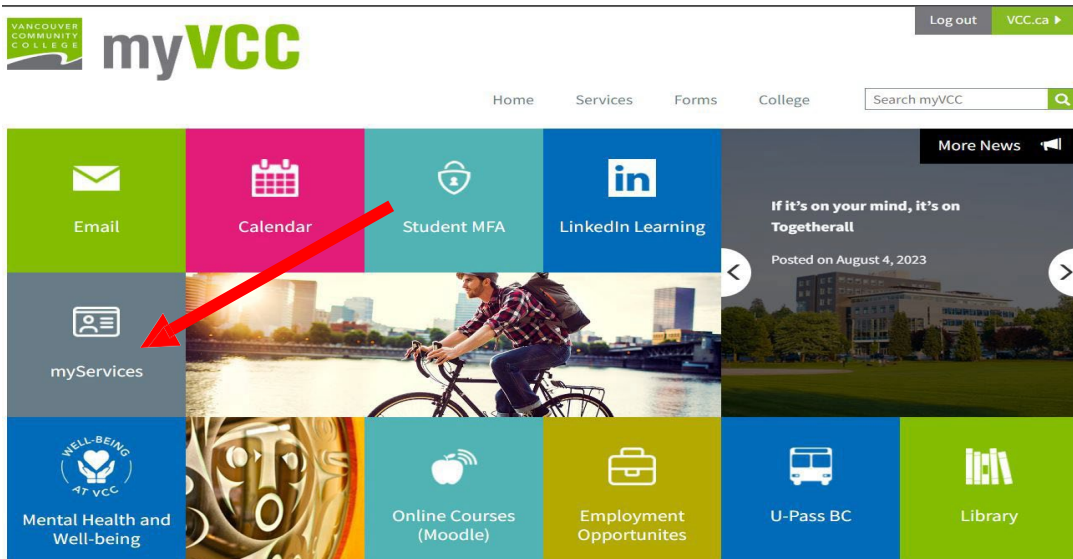


The login form is a green box with the following elements: a 'Login' heading, a text input field for 'Enter your username', a text input field for 'Enter your password', a 'Login Help' link with a wrench icon, a 'Password Help' link with a lock icon, and a green 'Submit' button.

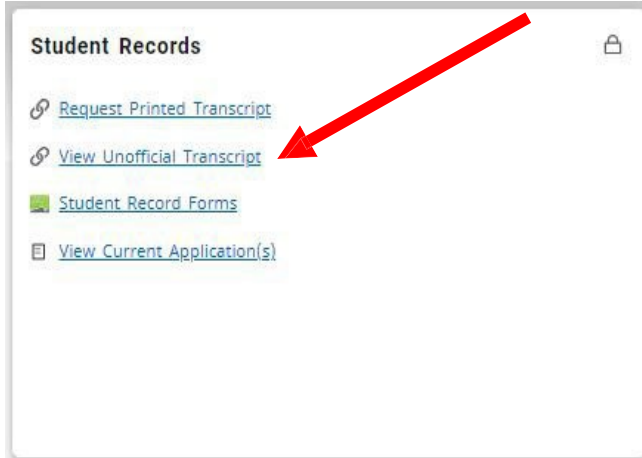
Welcome to the VCC intranet



4. Select **myServices**.



5. On **Student Records** card, click on **View Unofficial Transcript** to view your final grades.



6. Select **All Levels** from the Transcript Level drop-down menu
 Select **Unofficial** from the Transcript Type drop-down menu

Academic Transcript	
Transcript Level	Transcript Type
<input type="text" value="All Levels"/>	<input type="text" value="Unofficial"/>
Student Information	Degrees Awarded: Transfer Credit Institution Credit Transcript Totals
<p>This is not an official transcript. Courses which are in progress may also be included on this transcript.</p>	

7. **Scroll down** to see your grades for each term
8. To print your unofficial transcript, click on the print button

Students whose registration was prior to Nov 2000 will not be able to view their records. See below to order Official Transcripts.

If you attended VCC after November 2000 and still cannot access your grades, email records@vcc.ca with your current email address and phone #. Records will forward the information to IT and IT will contact you when your records are available.
