



INSTRUCTIONS FOR ORDERING OFFICIAL TRANSCRIPTS ONLINE

1. Go to my.vcc.ca.
2. Enter Student ID: e.g. 000654321 and password.
If you do not remember your password, you can reset it by clicking on Forgot Password
3. Click on **Student Records**

Note: Please check that all your grades have been entered on your unofficial transcript before ordering an official transcript.

4. Click on **Request Official Transcript**

5. Select ONE mailing address **External College Code** to send to a different school
or
Student Mailing Address to send to you
or
Issue to another organization

Click Continue

6. Select Transcript Type Select **Official** from the drop-down menu
Confirm the address to make sure it is correct, edit if necessary

Click Continue

7. Transcript Options Choose **number of copies** you would like
Yes for 'Official Transcript'
Choose '**Standard Mailing**' in Delivery Method
You do not need to fill out In-Progress Cut-Off Term, all terms are included

Click Continue

8. Transcript Request Summary **Click Continue**

9. Enter credit card info **Click Pay**

10. Payment Confirmation **Click OK**

11. Confirmation screen appears. Return to main Student Menu or logout and close your browser.
You will receive an emailed payment receipt.