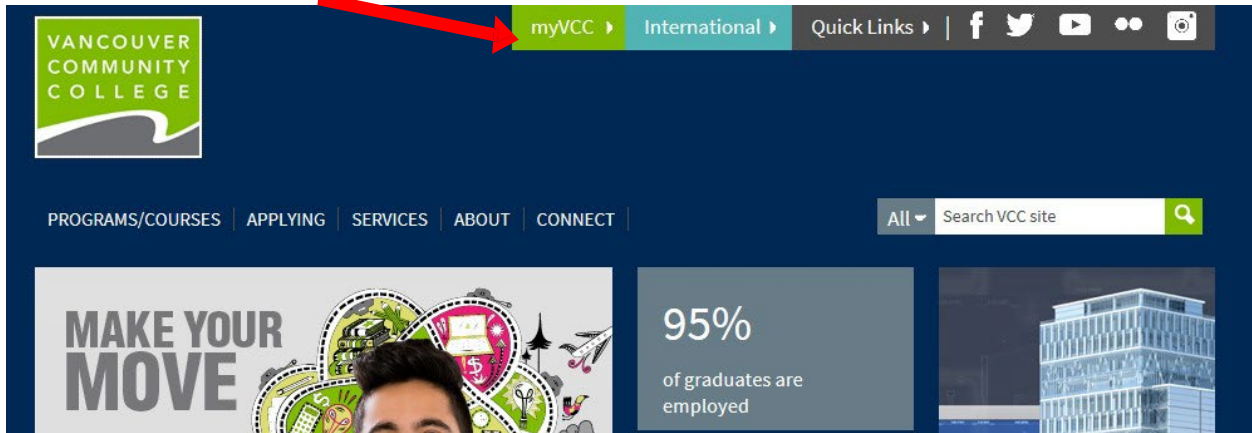




INSTRUCTIONS FOR ORDERING OFFICIAL TRANSCRIPTS ONLINE

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#.*



Login

Enter your username

Enter your password

[Login Help](#)

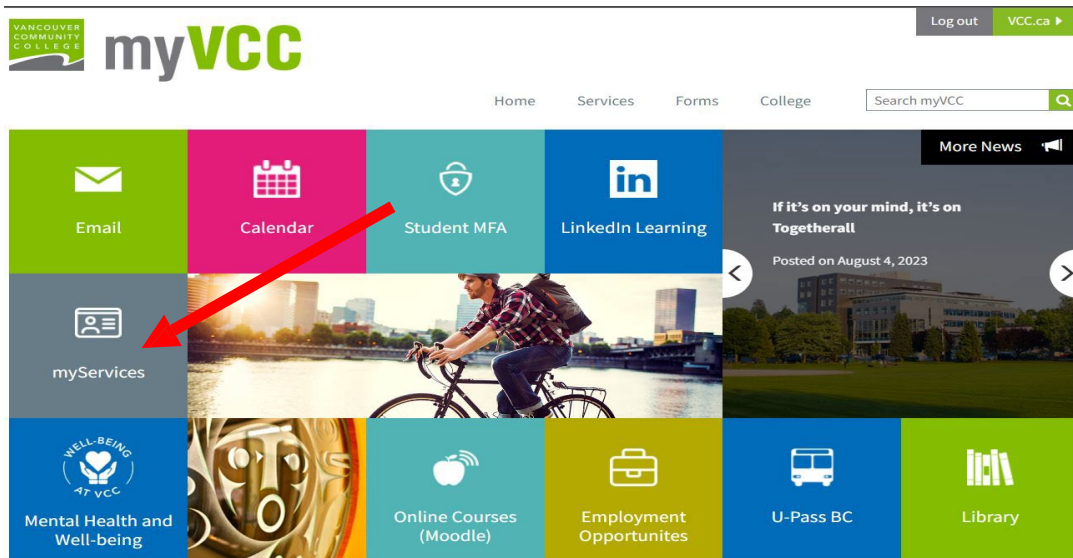
[Password Help](#)

Submit

Welcome to the VCC intranet

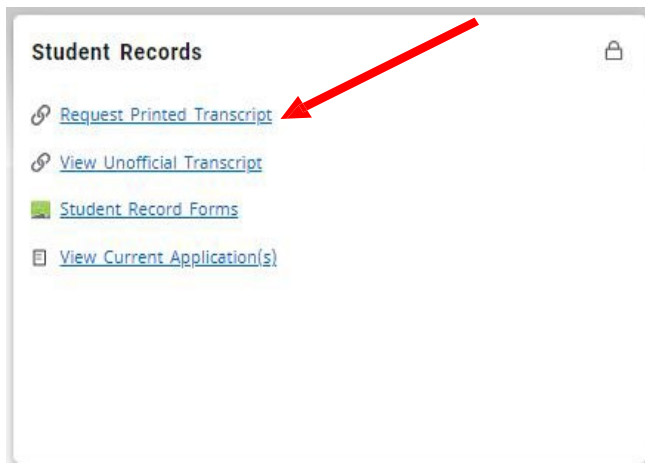


4. Select **myServices**.



Note: Please check that all your grades have been entered on your Unofficial Transcript before ordering an Official Transcript.

5. On **Student Records** card, click on **Request Printed Transcript**.



6. 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

7. Select Transcript Type

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

Click Continue

8. 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**
9. Transcript Request Summary **Click Continue**
10. Enter credit card info **Click Pay**
11. Payment Confirmation **Click OK**
12. Confirmation screen appears. Return to main Student Menu or logout and close your browser.
 You will receive an emailed payment receipt.