



INSTRUCTIONS FOR VIEWING UNOFFICIAL 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 Password Help
3. Click on **Student Records**
4. On the left menu, click on **View Unofficial Transcript** to **view your final grades**.
5. 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		
All Levels ▼		Unofficial ▼		
Student Information	Degrees Awarded:	Transfer Credit	Institution Credit	Transcript Totals
This is not an official transcript. Courses which are in progress may also be included on this transcript.				

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 Nov 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.
