How to Access Your Unofficial Transcript

*NOTE: You must have Adobe Reader in order to open the unofficial transcript.*

**STEP 1:**
Go to the MyWCC Portal – [HTTPS://MYWCC.SUNYWCC.EDU](HTTPS://MYWCC.SUNYWCC.EDU) – and, under “SIGNON”, put in your “USER ID” and “PASSWORD”. (If you have not already created your USER ID and PASSWORD previously, that must be done first!)

Once you’ve successfully logged into your homepage, click on the “STUDENT CENTER” link located near the top of the page, in the middle. Inside your Student Center, under the “ACADEMICS” section, highlight “TRANSCRIPT: VIEW UNOFFICIAL” in the dropdown menu. Click the [ ] to continue.

**STEP 2:**
Where it says “REPORT TYPE,” click the down arrow and select “STUDENT UNOFFICIAL TRANSCRIPT”. Click “VIEW REPORT” to run the transcript.

**STEP 3:**
Your unofficial transcript will automatically pop up after clicking View Report. Your unofficial transcript can, at this point, be printed, if desired.