

Transferring College Credits

ACP (IUSB) Courses

Seniors - If you have earned dual credits through ACP courses and are not planning to attend IUSB or earn the ICC through Ivy Tech, don't forget to transfer those credits to the college or university you are attending so you don't have to retake courses. Official transcripts must be sent directly from Ivy Tech to your college. Make sure you have completed all your dual credit courses and grades are posted before requesting a transcript. **Here is the process for transferring ACP (IUSB) dual credits:**

The information from this [LINK](#) explains how to order and send transcripts. At the bottom of the page is information regarding ACP students. If you need to get your ID and reset your passphrase, here is the link to the [ACP Student Handbook](#) and the page that provides steps.



Ivy Tech Courses

Seniors - If you have earned dual credits through Ivy Tech courses and are not planning to attend Ivy Tech, make sure to transfer those credits to the college or university you are attending so you don't have to retake courses. Here is a [VIDEO](#) that outlines the **process for requesting a transcript from Ivy Tech**. Official transcripts must be sent directly from Ivy Tech to your college. Make sure you have completed all your dual credit courses and grades are posted before requesting a transcript. The link to [Mylvy](#) is here.

[Home](#) > [Knowledge Base](#) > [User Accounts and Access](#) > [Transcript](#) > [Transcript Unofficial/Official information](#)

Transcript Unofficial/Official information

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Unofficial and official transcripts are available through [Mylvy](#).

Depending on the amount of time you have been away from Ivy Tech, you might still have Mylvy access. Ivy Tech allows students up to two years after taking courses to access to their Mylvy account.

How to Obtain an Unofficial Transcript via Mylvy

1. Log into [Mylvy](#)
2. Under QuickLinks click **Unofficial Transcripts**.
3. Academic Transcript Options screen will appear. Click **Submit** to view your unofficial transcript

How to Obtain an Official Transcript via Mylvy

1. Log into [Mylvy](#)
2. Under QuickLinks click **Request Official Transcripts**
3. You will be directed to Parchment to order your transcript

If you no longer have Mylvy access because you have not attended Ivy Tech for two or more years, you can order your official transcript by clicking on the [Parchment Ordering Service](#) link on the [Transcripts](#) page. You will need to create an account with Parchment Exchange. Should you have to reset your password, you must click **Forgot Your Password**.