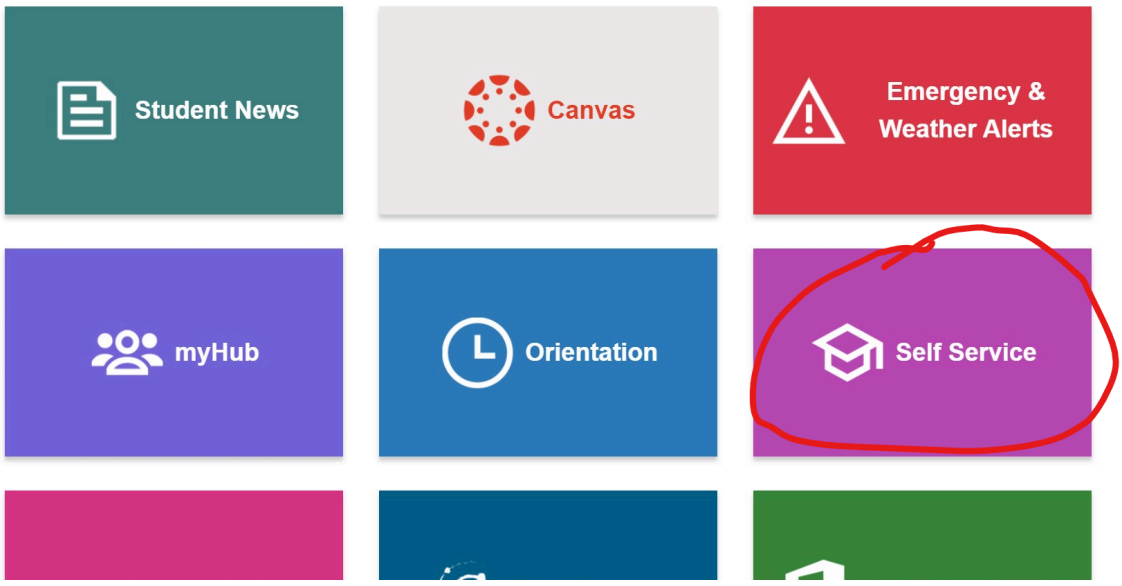
Step 1: Open an internet browser.

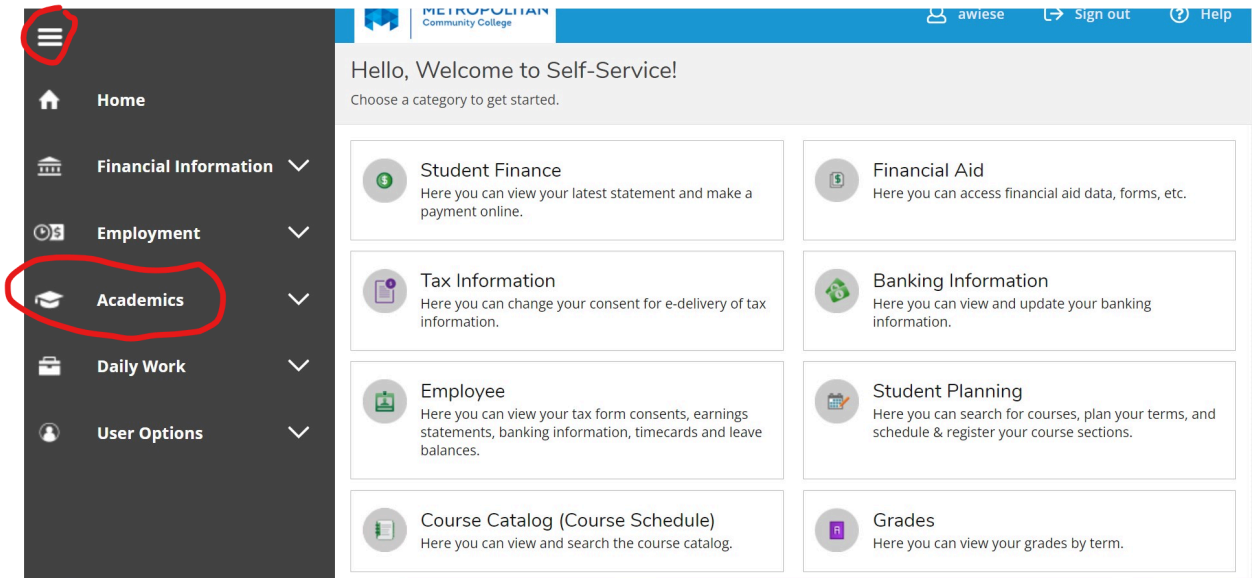
Step 2: Go to tiny.cc/mcclinks

Step 3: Click on the purple “Self Service” icon (pictured below).

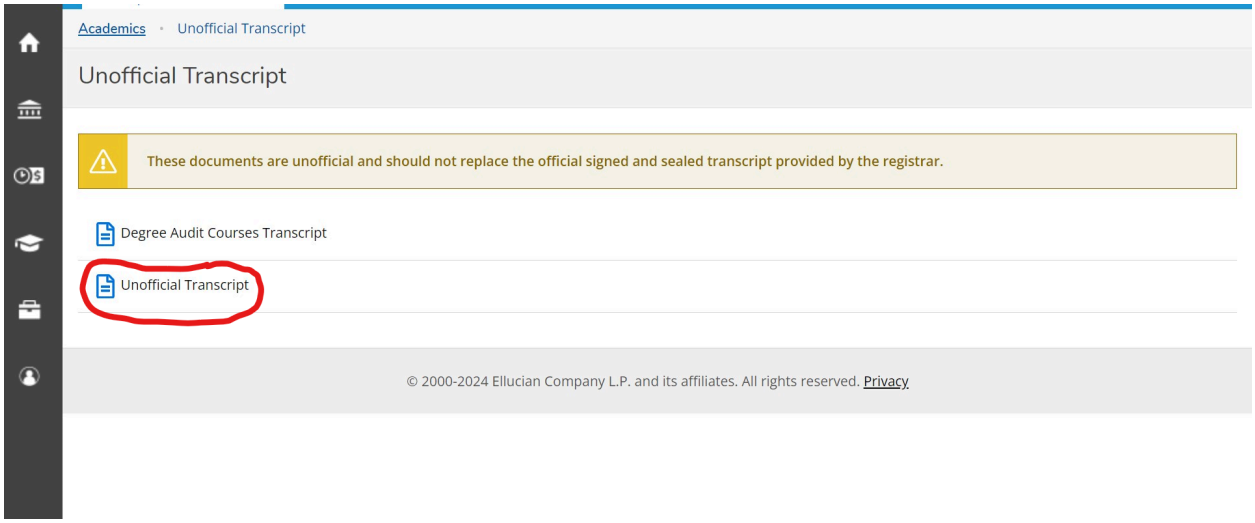


Step 4: Login using your MCC username and password. If you don’t know your username or password, call the IT Support team at 531-622-2900.

Step 5: Click on the hamburger (three horizontal lines) menu button in the upper left corner of your screen. Then, click on the “Academic” option (pictured below).



Step 6: Click on “Unofficial Transcript” (pictured below).



Step 7: If there is more than one option, choose the one titled “Unofficial Transcript” or “Credit Transcript.” This should prompt a document download. Your transcript will download as a PDF.