

Transcripts

- [Unofficial Transcript](#)
- [Official Transcript](#)
- [Official Transcript is Blank](#)

Unofficial Transcript

Overview

This article covers accessing your unofficial transcript from MyMCC for current and former students.

Getting Started

1. Go to [MyMCC](#) and log in.
2. Select Academics from the grey bar and then Unofficial Transcript.
3. Select your transcript type and the transcript will begin downloading to your computer.

Accessing MyMCC for Former Students

If you are a former student and need to retrieve your ID and reset your password.

- Retrieve your ID instructions at [Forgot MCC ID and Username](#).
- Rest my password at [Forgot Password](#).

Need Official Transcript?

You may request an official transcript for yourself and will not need an ID or password. You can find information about requesting your official transcript at [Official Transcript](#) and have one emailed to yourself.

Resources

More information about unofficial transcripts and support can be found at [Transcript Requests](#)

Official Transcript

Overview

This article covers requesting your official transcript.

Getting Started

1. Go to [Transcript Requests](#).
2. Select Official Transcript Request (Credit & Continuing Education)
3. Select the Parchment storefront link or go directly there at [Parchment](#).
4. Follow the steps at the Parchment website to send your official transcript to another college, or have it emailed to yourself.

Hold on your account?

1. Go to [Transcript Requests](#).
2. Select Official Transcript Request (Credit & Continuing Education)
3. Select the YouTube link on how to check for holds.

Troubleshooting

Official Transcript is blank- [Official Transcript is Blank](#)

Official Transcript is Blank

Overview

This article covers steps on what to do if your Official Transcript is blank.

Getting Started

The most common issue when your Official Transcript is blank is that CE was selected as the student type when requesting your transcript.

- Request your transcript again.
- When asked for the student type, do not select CE and select another option.

Contact Support

If you continue to have issues with your Official Transcript being blank, please contact Student Records. Contact information can be found at [Student Records](#).