

# Transcripts

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# 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](#).
- Reset 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](#).