

View Unofficial Transcript

Purpose: Use this document as a reference to view your unofficial transcript(s) through the Academic Records tile on the ctcLink Student Homepage.

Audience: Students.

View Unofficial Transcript

Navigation: ctcLink Student Homepage

View Report

1. Select the **Academic Records** tile.
2. The **Academic Records** links display in the left menu.
3. Select **View Unofficial Transcript**
4. The college selection page displays.
5. Select the appropriate college for the transcript request.
 1. A list of colleges will appear if you are active in more than one college.
 2. If you are active in only one college, the Unofficial Transcript Request Page will appear.
6. The **View Report** page displays.
7. **Report Type:** Activate the drop-down list and choose **Unofficial Transcript**.
8. Select **Submit** in the upper-right corner of the page. To view the PDF, you must allow browser pop-ups.
9. The unofficial transcript is displayed in a new window.
10. Close the new window.
11. If you are active at more than one college, you can select the **Change** button in the top-left corner and repeat steps 6 - 10 for another college.

View All Requested Reports

11. Select the **View All Requested Reports** tab.
12. To view a previously requested report, **select** the report's checkbox.
13. Select **View Report**.
14. The report displays in a new window with the previously requested Unofficial Transcript.

Please note that a previously requested transcript may not have the most current data. It is valid as of the requested date shown.
15. To delete a previously requested report, **select** the report's checkbox.

16. Select the **Delete** button to the right of the View Report button. The deleted transcript report will no longer show on the Previous Requests list.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [View Unofficial Transcript - No Audio](#). This link will open in a new tab/window.

 Please contact your college if you require immediate assistance with ctLink. [Check out the contact information and highlights for each community and technical college.](#)