VANCOUVER
COMMUNITY
COLLEGE

INSTRUCTIONS FOR ORDERING OFFICIAL TRANSCRIPTS ONLINE

1. Go to my.vcc.ca.

2. Enter Student ID: e.g. 000654321 and password.
     If you do not remember your password, you can reset it by clicking on Forgot Password

3. Click on **Student Records**

Note: Please check that all your grades have been entered on your unofficial transcript before ordering an official transcript.

4. Click on **Request Official Transcript**

5. Select ONE mailing address	**External College Code** to send to a different school or **Student Mailing Address** to send to you or **Issue to** another organization **Click Continue**
6. Select Transcript Type	Select **Official** from the drop-down menu Confirm the address to make sure it is correct, edit if necessary **Click Continue**
7. Transcript Options	Choose **number of copies** you would like **Yes** for 'Official Transcript' Choose '**Standard Mailing**' in Delivery Method **You do not need to fill out In-Progress Cut-Off Term, all terms are included** **Click Continue**
8. Transcript Request Summary	**Click Continue**
9. Enter credit card info	**Click Pay**
10. Payment Confirmation	**Click OK**

11. Confirmation screen appears. Return to main Student Menu or logout and close your browser. You will receive an emailed payment receipt.