INSTRUCTIONS FOR VIEWING YOUR STUDENT RECORD ONLINE

Step 1: Access the Portal

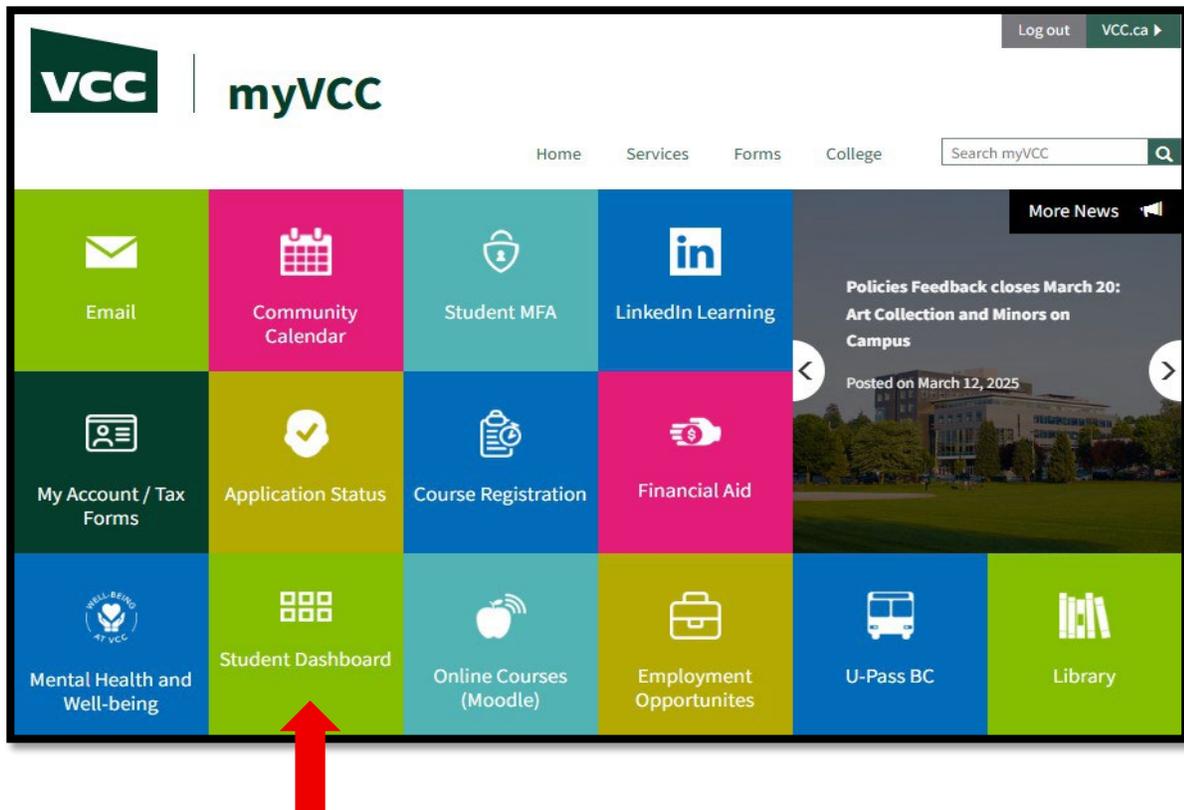Go to https://my.vcc.ca/
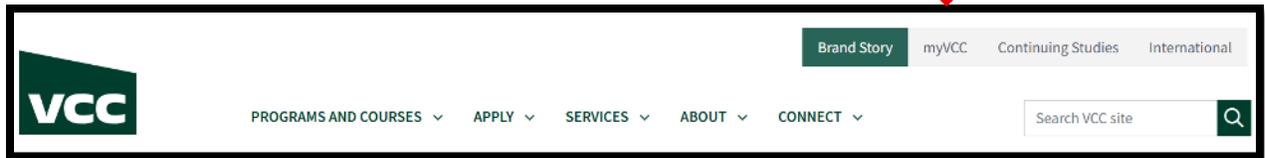
Step 2: Log In

Enter your Student ID (e.g., 000654321) and password.
First-time user? Click Login Help for password format details.
Forgot your password? Click Forgot Password to reset it.

Step 3: Navigate to Your Dashboard
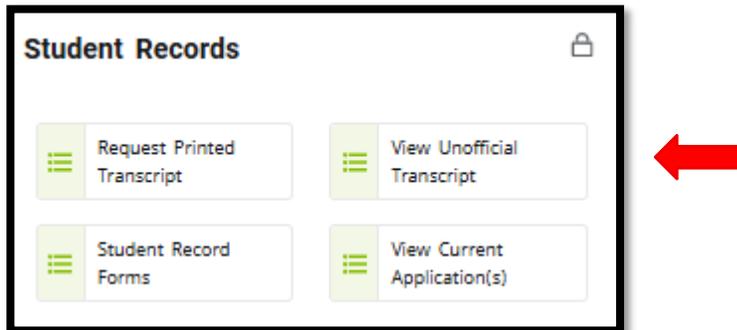
Click Student Dashboard or My Account.

Step 4: View Your Transcript

Select View Unofficial Transcript to see your final grades.

Student Records 🔒

☰ Request Printed Transcript	☰ View Unofficial Transcript
☰ Student Record Forms	☰ View Current Application(s)

Step 5: Choose Transcript Options

From Transcript Level, select All Levels.
From Transcript Type, select Unofficial.

Academic Transcript

Transcript Level

All Levels ⌄

Transcript Type

Unofficial ⌄

Student Information   Degrees Awarded: Transfer Credit   Institution Credit   Transcript Totals

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Step 6: Review Your Grades

Scroll down to view grades for each term.

Step 7: Print Your Transcript

Click the Print icon to print your unofficial transcript.

Important Notes

- VCC alumni who have not registered for courses in 3 years or more cannot access services through the myVCC student account.
- If you need a transcript, complete the Request for Official Transcript form.
- The Registrar's Office does not issue unofficial transcripts or release grade information over the phone.