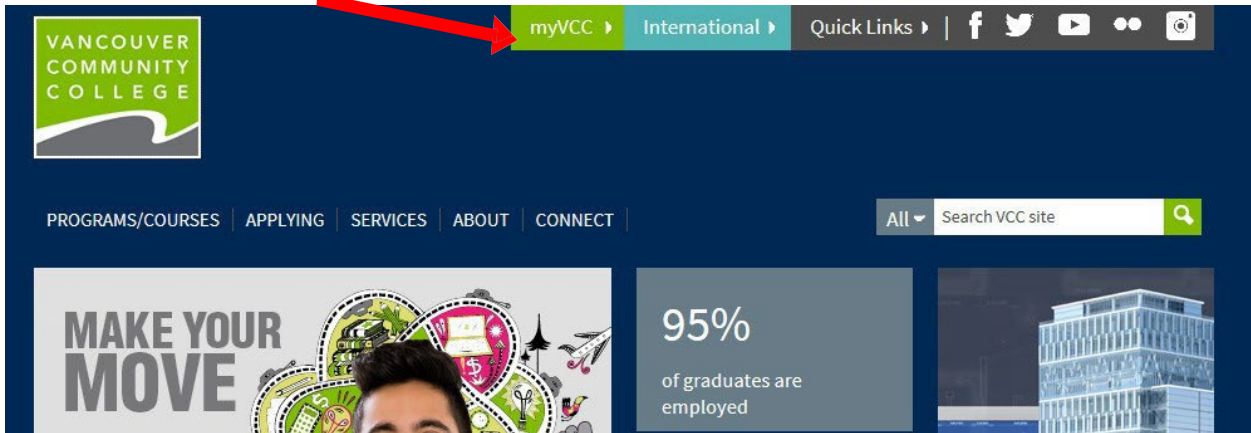


INSTRUCTIONS FOR ORDERING OFFICIAL TRANSCRIPTS ONLINE

1. Go to my.vcc.ca.



2. Enter Student ID

3. **Enter your password.** *If it's your first time logging in, your initial password will use your birthday in this format: VCCMMDDYY# ("VCC" plus your birthday (MMDDYY) plus "#"). E.g., if your birthday is January 30, 1995, your initial temporary password will be VCC013095#.*

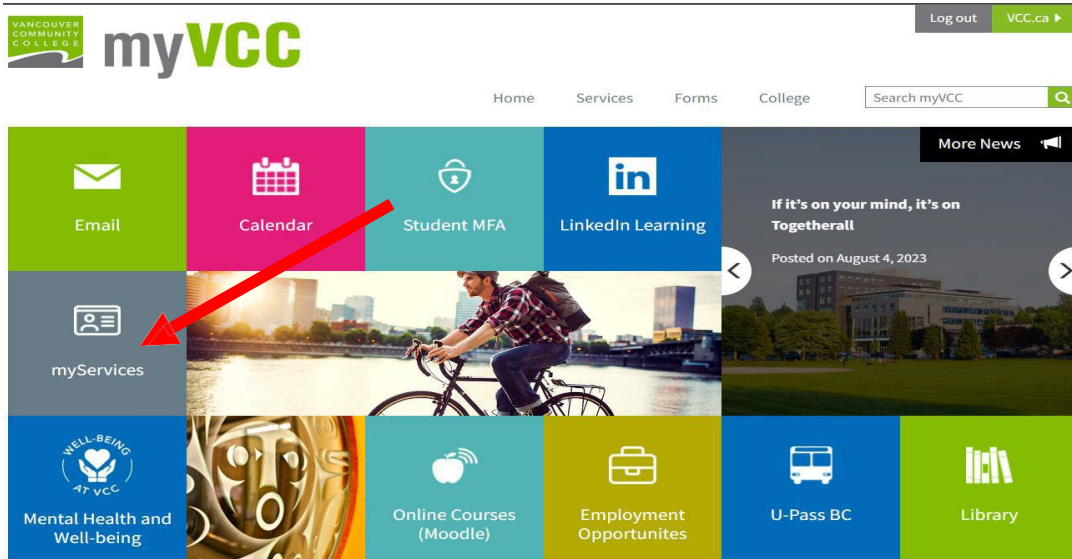


The image shows the login page of the VCC intranet. It has a green header with the text 'Login'. Below the header, there are two input fields: 'Enter your username' and 'Enter your password'. There are also links for 'Login Help' and 'Password Help', and a 'Submit' button at the bottom. Two red arrows point to the username and password fields respectively.

Welcome to the VCC intranet

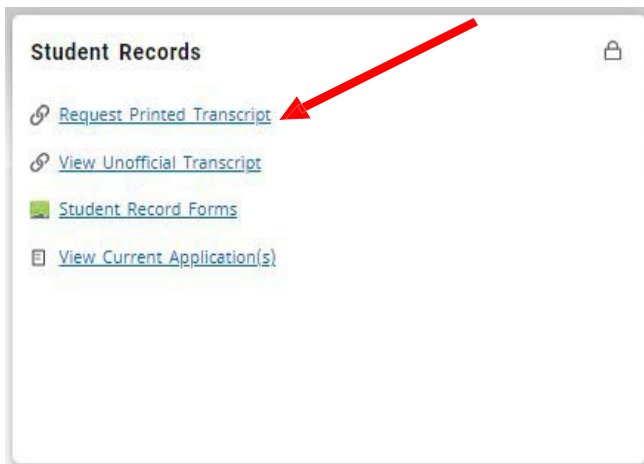


4. Select **myServices**.



Note: Please check that all your grades have been entered on your Unofficial Transcript before ordering an Official Transcript.

5. On **Student Records** card, click on **Request Printed Transcript**.



6. 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

-
7. Select Transcript Type Select **Official** from the drop-down menu
Confirm the address to make sure it is correct, edit if necessary

Click Continue

 8. 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

 9. Transcript Request Summary **Click Continue**

 10. Enter credit card info **Click Pay**

 11. Payment Confirmation **Click OK**

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