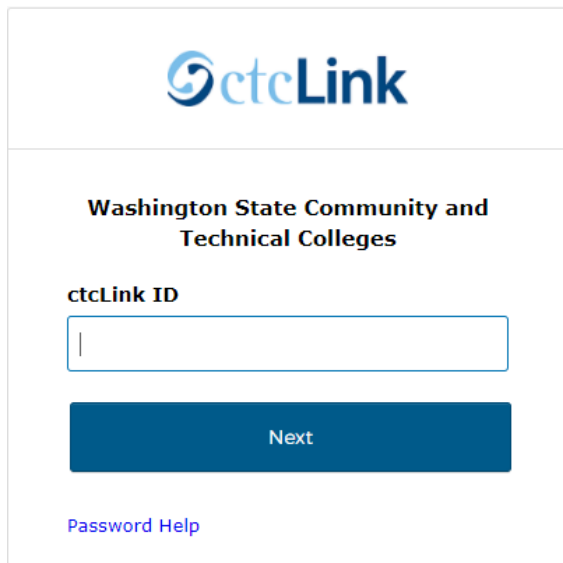


View/ Print your Unofficial Transcript

1. Sign into ctclink at <https://myaccount.ctclink.us>



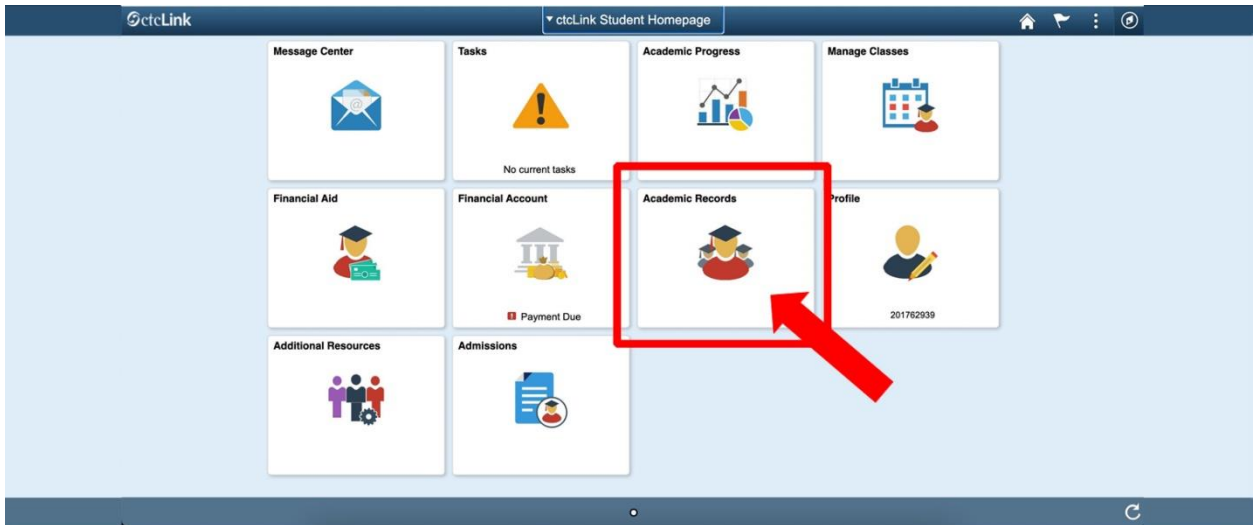
2. You will be brought to a screen to select a tile. Select the appropriate tile for SVC. If you are or have been at another Washington State Community or Technical College you may see additional tiles.



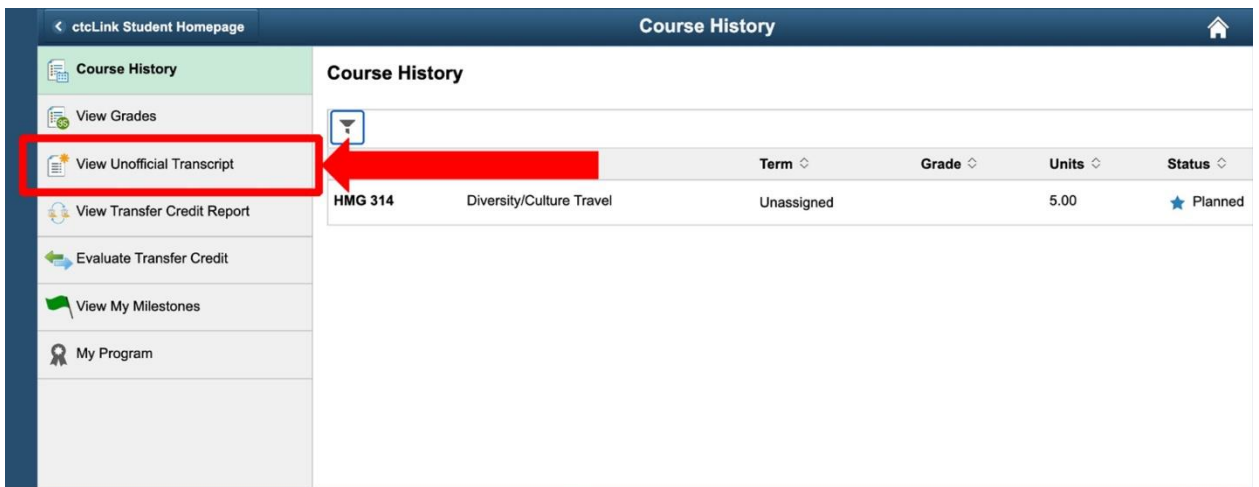
3. Click on **Student Homepage**.



4. Click on the **Academic Records** tile.

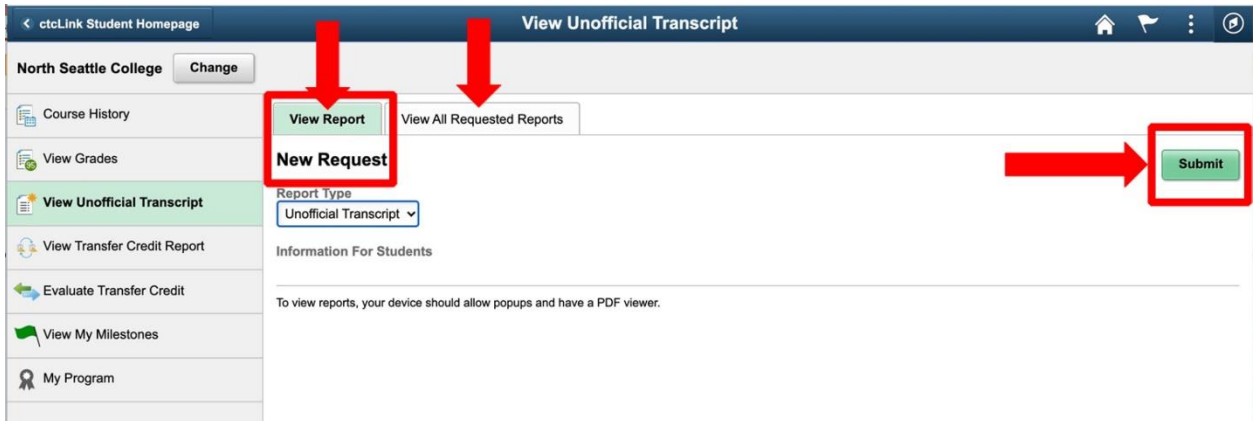


5. Click **View Unofficial Transcript**.



6. If you've taken classes at more than one college, click the college to see the transcript from that school.

7. On this page, you can submit a New Request or View All Requested Reports. For a NEW, up-to-date transcript, click Submit.



8. To view previous transcript requests, click View All Requested Reports and go to next step. To view a previous transcript request, check the box next to the request you wish to view and click View Report.
9. The Transcript will only show information as it *was* on the request date. For up-to-date transcript information, you must submit a New Request.



10. Now you can download or print your unofficial transcript!