


# Instructions for Requesting Unofficial Transcripts

The quickest and most convenient way to request unofficial transcripts is to order them through your MyWITC portal. Unofficial transcripts contain the same information as an official transcript, are free, and are available immediately through your portal.

If you do not have an active login and password you can create/reset your MyWITC Portal Access at [www.witc.edu](http://www.witc.edu), Academics, Transcripts, **Option 1: MyWITC Portal (Preferred)**, then click Reset/Create MyWITC Portal Access and provide the information requested. If you have questions or need assistance in creating/resetting your MyWITC Portal Access, please contact WITC's helpdesk available 24/7 at 877.469.9482.

After you have created an account, you will immediately receive an e-mail with your student ID and a link to the MyWITC Portal. Once you have logged into the portal, follow these steps to request your unofficial transcript:

1. Click "*Student Center*" found under the Self Service Menu.
2. Under Academics section:
  - click on the drop down menu next to "other academic..." and select Transcript: View Unofficial
  - click . Verify that WI Indianhead Tech College is listed as the academic institution and select *unofficial WITC transcript* as the report type.
  - click view report to process request. This process takes a few minutes to complete. Do not press any other buttons or links while processing is taking place. If your transcript does not appear, you may need to enable pop-ups from this site.