


Instructions for Requesting Unofficial Transcripts

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



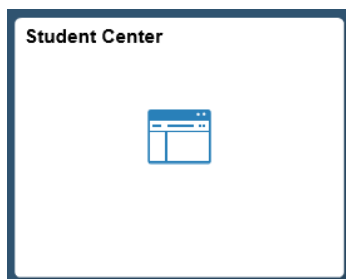
If you do not have an active login and password you must create/reset your MyWITC portal access. Go to www.witc.edu. Click on **Current Students and Staff**, under **Current Students** click on the link for **MyWITC**. Click on the **Sign On Assistance** tile. After you have created an account, you will immediately receive an e-mail with your WITC Student ID and a link to the MyWITC Portal. If you have questions or need assistance to access the MyWITC portal, please contact WITC's help desk available 24/7 at 877.469.9482.





To log in to your portal, click on **Current Students and Staff**, under **Current Students** click on the link for **MyWITC**. Click on the **Sign In** tile. Sign in using your WITC Student ID and Password and click . The **Student Homepage** will display.

Once you have logged into the portal, follow these steps to request your transcript:

UNOFFICIAL TRANSCRIPTS: Click on the "Student Center" tile found on the **Student Homepage**.



Unofficial transcripts (free of charge) - Click "other academic..." and select *Transcript: View Unofficial* then click . When ordering unofficial transcripts, select *Unofficial WITC Transcript* as the report type, then click the  button to process the request. This process takes a few minutes to complete. Do not press any other buttons or links while processing is taking place. Be sure you do not have pop-up blockers turned on. This will prevent the transcript from opening.