**Former Students (attended 2 or more years ago)**

* **[eTranscript](https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=O124qZYoGu7nI5cC)**. - **Online**
* Go to: [www.threerivers.edu](http://www.threerivers.edu)
* Move pointer over Life After TRCC
* Move pointer to Alumni
* Click Transcript Request

**Recent and Current Students (attended within the past 2 years)**

* Go to <https://my.commnet.edu>
* Login using your Net ID and password\*
* If you do not remember your Net ID or password, please use the online self-help tool at <http://www.commnet.edu/netid>
* Click “Banner Self Service” link in the upper right hand corner
* Click “Student Records”
* Click “Transcripts”
* Select your choice of transcript

**eTranscript - Official**

* Click on Request Official eTranscript.
* Click on Access the Transcript Ordering Site
* Follow the directions on the Transcript Ordering site to have your eTranscript electronically sent to the college/university, yourself, or a third party.
* There is a 24 hour turnaround on an eTranscript request.
* To check the status, log into myCommNet, go to Banner Self-Service, STUDENT RECORDS, Transcripts, and click on Check Status of Transcript Request from the Transcripts sub-menu to see if your transcript has been sent electronically.
* You will receive confirmation emails regarding your request.

**Important Transcript request information:**

* Transcripts cannot be faxed or produced while you wait
* No telephone requests will be accepted
* Transcripts will not be issued if student has outstanding financial obligations to the college