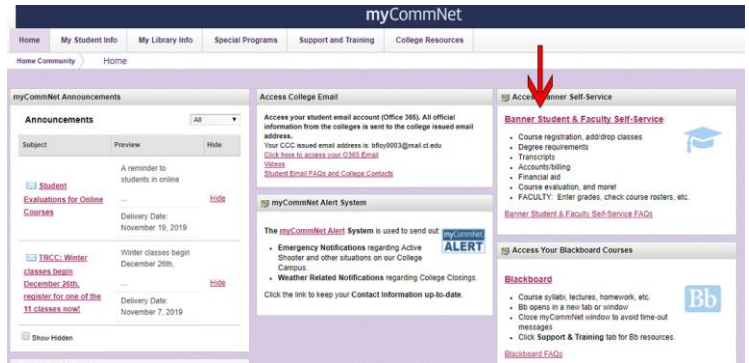


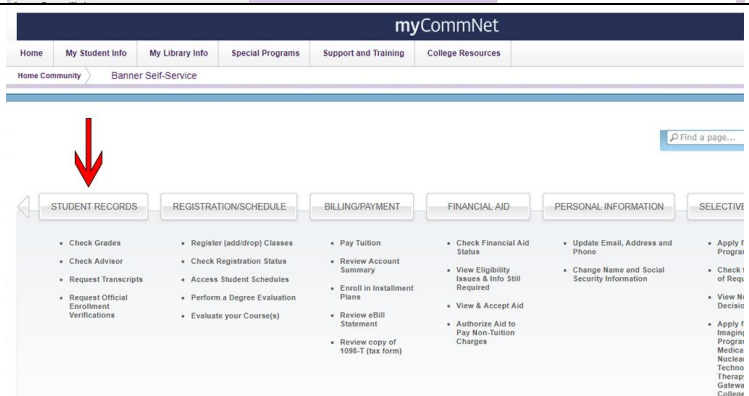
# How to view your Transcript

To view your unofficial transcript or request an official transcript, take the following steps.

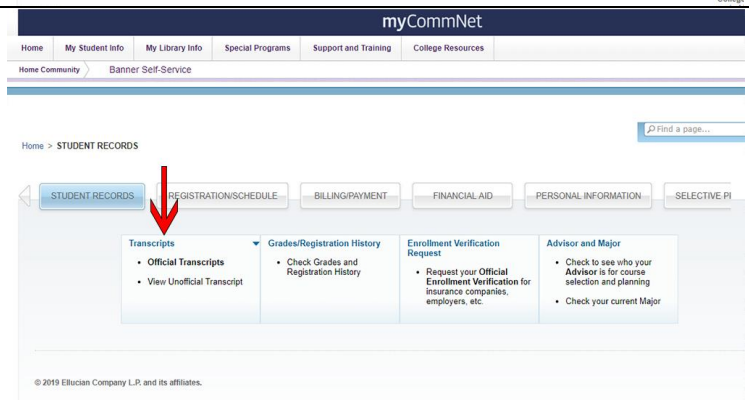
1. Log in to your myCommNet account. Click on the *Banner Student & Faculty Self-Service* link.



2. On the next screen, click on *Student Records*.

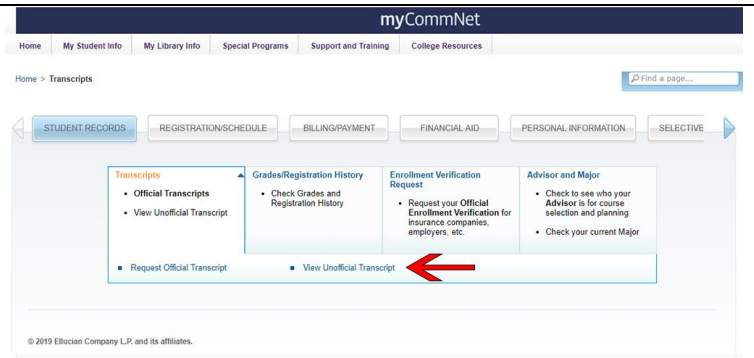


3. Then click on *Transcripts*.

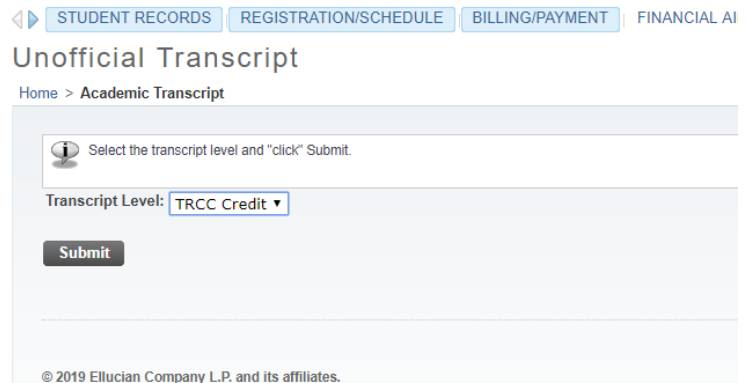


# How to view your Transcript

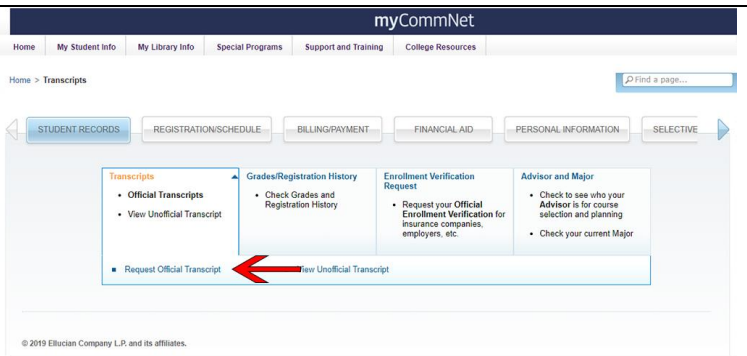
4. To view your unofficial transcript, click on *View Unofficial Transcript*. (For steps to view your official transcript, skip to step 6).



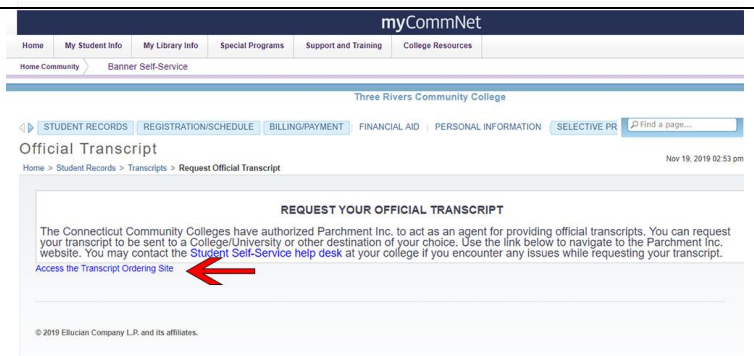
5. Click on *Submit*.



6. To request your official transcript, click on *Request Official Transcript*.



7. Next, click on *Access the Transcript Ordering Site*.



# How to view your Transcript

8. On the next screen, you can have your transcript send directly to yourself, or directly to a school. Following the directions on the page to meet your specific needs.

The screenshot shows the 'Three Rivers COMMUNITY COLLEGE' website. At the top, there's a navigation bar with links: Home, My Account, Order Status, Support, Contact Us, and a Shopping Cart (\$0) with a Sign Out link. Below the header is a progress bar with six steps: 1. Login or Register, 2. Select Documents (highlighted with a blue arrow), 3. Order Details, 4. Provide Consent, 5. Payment, and 6. Review Order. The main content area asks 'Where would you like your document(s) sent?' and features a search box labeled 'Institution Name, Acronym, Location, or Email' with a blue 'SEARCH' button. Below the search box is a link: 'Or Send to Yourself, Another Individual, or Third Party'. At the bottom of the page, it says 'Parchment Ordering Service v2.9', 'Copyright © 2006-2019 Parchment Inc. All Rights Reserved.', and links to 'Privacy Policy' and 'Refund Policy'. The time '11:57am PST' is also displayed.

9. If you search for a school by name, their preferred method of delivery will automatically be selected. After selecting the delivery location, you will see a screen with options. You can choose to send your transcript immediately, to hold for grades, or hold for degree. You can then choose to add another delivery location, or click on Continue to place the order.

## NOTES:

- This is the fastest, most secure, and environmentally friendly method to request your transcript.
- Transcripts will not be processed for those with restrictions or holds placed on their account.
- Students who attended prior to our SIS upgrade will not be able to use this method.

## Destination:

Quinnipiac University  
Hamden, CT 06518-1908

[Continue](#)

## Document Name:

eTranscript - \$0.00  
[Switch to Mail Delivery](#)

## Order Options

Delivery Mode

**Electronic**

Processing Time ⓘ

**Now**

[Hold for Grades](#)

[Hold for Degree](#)

Holds are for current term only

Purpose for Request \*

--

Attachment (Optional)

[Choose File](#) No file chosen