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. Once you have entered your information it should bring you to the myCommNet home page. To the right is a box labeled Access Banner Self-Service click on the Banner Student & Faculty Self-Service link under it. There is also a list frequently asked questions on the link at the bottom of the box.

2. From here you have various tabs to look for specific information. For now, click on the Student Records tab. Next, open the Transcripts box. You can request your official transcript either electronically or physically, check the status of a current transcript request, or view your unofficial transcript.

3. When viewing your unofficial transcript, you have to specify a transcript level. Once you picked your level, click the Submit button to view your unofficial transcript.
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4. For an electronic copy of your official transcript, click on Access the Transcript Ordering Site link. This will bring you to the page to request your eTranscript.

5. For a physical copy of your official transcript, you either mail it to a school or your mailing address. If you do not know a school’s college code, simply click on the Look Up College Code link to the right of the box to find a school. Once you satisfied click the Continue button.