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.
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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.

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It's not the future. It's now.
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.

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.