

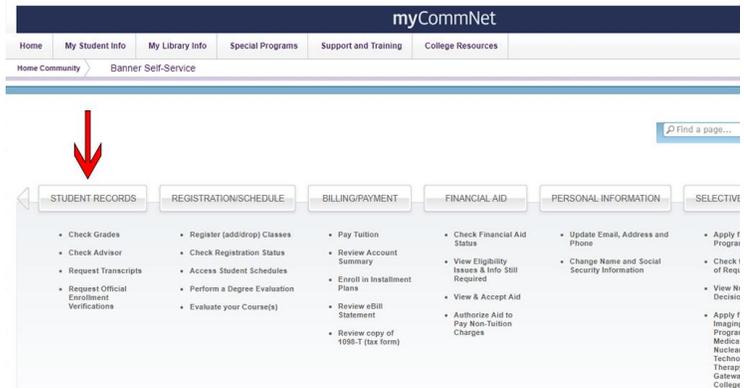
How to view your Transcript

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

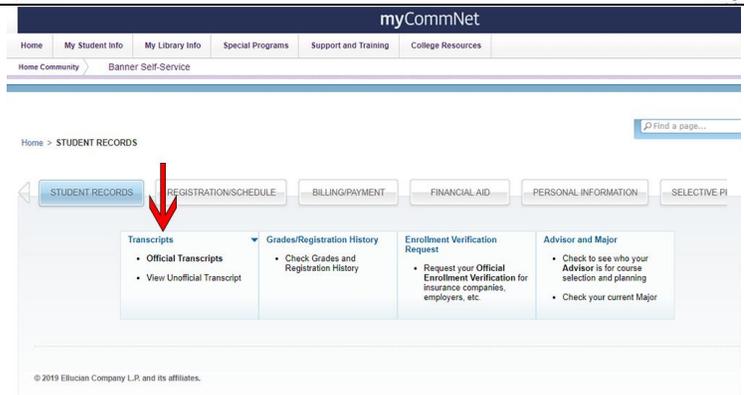
1. Log in to your myCommNet account. Click on the *Banner Student & Faculty Self-Service* link.



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

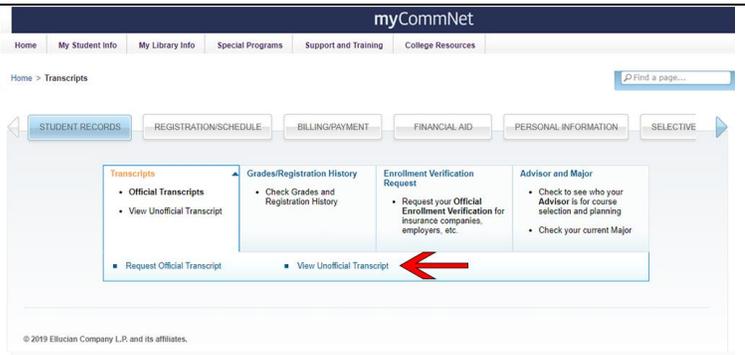


3. Then click on *Transcripts*.



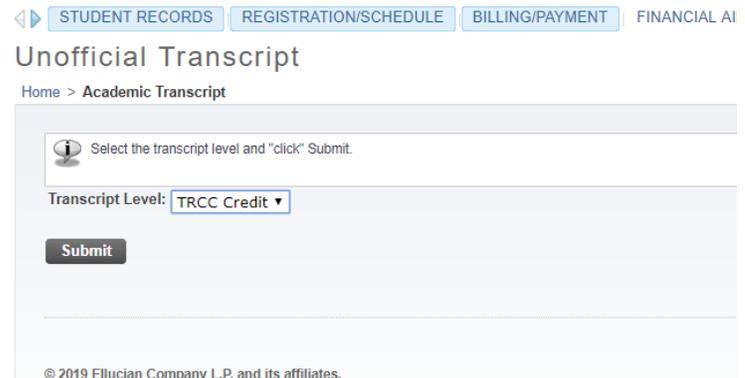
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4. To view your unofficial transcript, click on *View Unofficial Transcript*. (For steps to view your official transcript, skip to step 6).



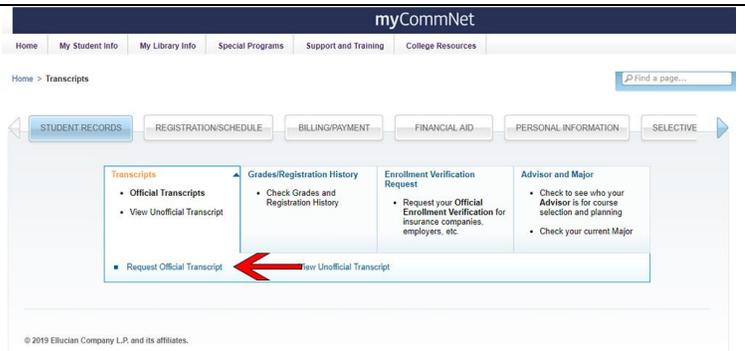
The screenshot shows the myCommNet interface. At the top, there are navigation tabs: Home, My Student Info, My Library Info, Special Programs, Support and Training, and College Resources. Below these is a search bar and a breadcrumb trail: Home > Transcripts. A horizontal menu contains several categories: STUDENT RECORDS, REGISTRATION/SCHEDULE, BILLING/PAYMENT, FINANCIAL AID, PERSONAL INFORMATION, and SELECTIVE. The 'STUDENT RECORDS' category is expanded, showing a sub-menu with 'Official Transcripts' and 'View Unofficial Transcript'. A red arrow points to the 'View Unofficial Transcript' link.

5. Click on *Submit*.



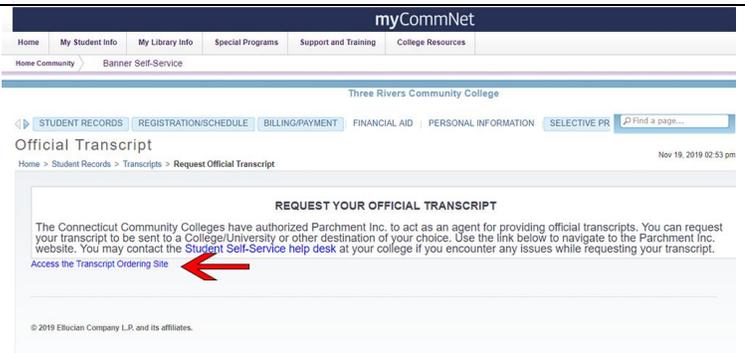
The screenshot shows the 'Unofficial Transcript' page. At the top, there are navigation tabs: STUDENT RECORDS, REGISTRATION/SCHEDULE, BILLING/PAYMENT, and FINANCIAL AID. The page title is 'Unofficial Transcript' and the breadcrumb trail is Home > Academic Transcript. Below the title is a message: 'Select the transcript level and "click" Submit.' There is a dropdown menu for 'Transcript Level:' with 'TRCC Credit' selected. Below the dropdown is a 'Submit' button. At the bottom, there is a copyright notice: © 2019 Elucian Company L.P. and its affiliates.

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



The screenshot shows the myCommNet interface, similar to the first screenshot. The 'STUDENT RECORDS' category is expanded, and a red arrow points to the 'Request Official Transcript' link in the sub-menu.

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



The screenshot shows the 'Request Your Official Transcript' page. At the top, there are navigation tabs: Home, My Student Info, My Library Info, Special Programs, Support and Training, and College Resources. Below these is a search bar and a breadcrumb trail: Home > Student Records > Transcripts > Request Official Transcript. The page title is 'Official Transcript' and the date is Nov 19, 2019 02:53 pm. The main content area is titled 'REQUEST YOUR OFFICIAL TRANSCRIPT' and contains text: 'The Connecticut Community Colleges have authorized Parchment Inc. to act as an agent for providing official transcripts. You can request your transcript to be sent to a College/University or other destination of your choice. Use the link below to navigate to the Parchment Inc. website. You may contact the Student Self-Service help desk at your college if you encounter any issues while requesting your transcript.' Below the text is a link: 'Access the Transcript Ordering Site'. A red arrow points to this link. At the bottom, there is a copyright notice: © 2019 Elucian Company L.P. and its affiliates.

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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 are navigation links: Home, My Account, Order Status, Support, Contact Us, and a Shopping Cart with a \$0 balance and a Sign Out link. A progress bar below the header shows 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 for 'Institution Name, Acronym, Location, or Email' with a 'SEARCH' button. Below the search box is a link: 'Or Send to Yourself, Another individual, or Third Party'. At the bottom of the page, there is a footer with the text: 'Parchment Ordering Service v2.9', 'Copyright © 2006-2019 Parchment Inc. All Rights Reserved.', and links for 'Privacy Policy' and 'Refund Policy', along with the time '11:57am PST'.

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.

This screenshot shows the 'Order Options' section of the transcript ordering process. It is divided into two columns. The left column is labeled 'Destination:' and shows 'Quinnipiac University Hamden, CT 06518-1908' with a 'Continue' button below it. The right column is labeled 'Document Name:' and shows 'eTranscript - \$0.00' with a 'Switch to Mail Delivery' link below it. Below these columns is the 'Order Options' section. It includes a 'Delivery Mode' dropdown set to 'Electronic', a 'Processing Time' dropdown with options 'Now', 'Hold for Grades', and 'Hold for Degree', and a note 'Holds are for current term only'. There is also a 'Purpose for Request' dropdown menu and an 'Attachment (Optional)' section with a 'Choose File' button and the text 'No file chosen'.