



View/ Print your Unofficial Transcript

1. Sign into ctcLink at <https://myaccount.ctclink.us>

The screenshot shows the login interface for ctcLink. At the top is the ctcLink logo. Below it, the text reads "Washington State Community and Technical Colleges". Underneath is the label "ctcLink ID" followed by a text input field. A blue "Next" button is positioned below the input field. At the bottom left, there is a link for "Password Help".

2. You will be brought to a screen to select a tile. Select the appropriate tile for SVC. If you are or have been at another Washington State Community or Technical College you may see additional tiles.



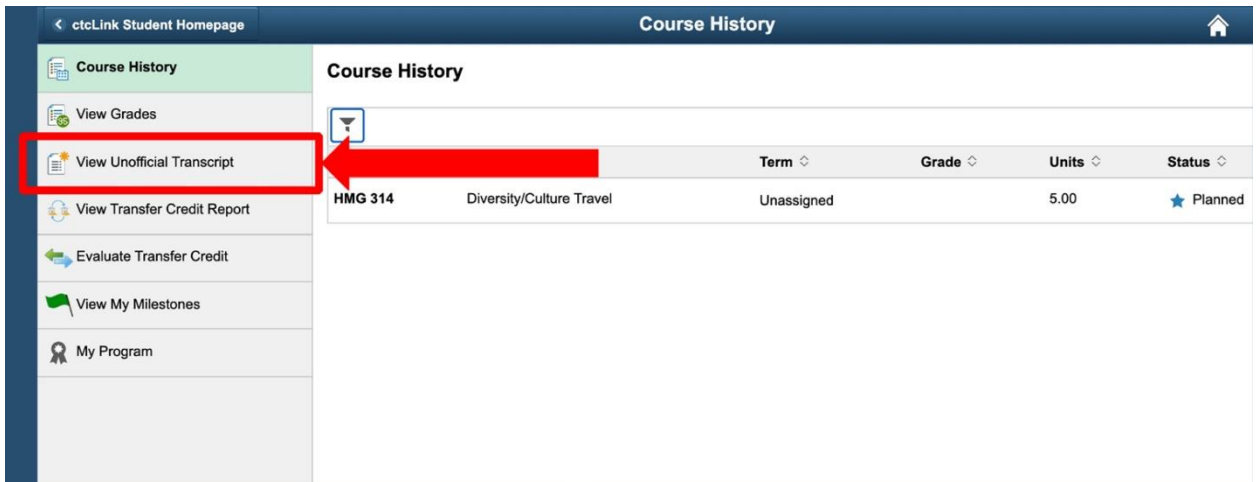
3. Click on **Student Homepage**.



4. Click on the **Academic Records** tile.

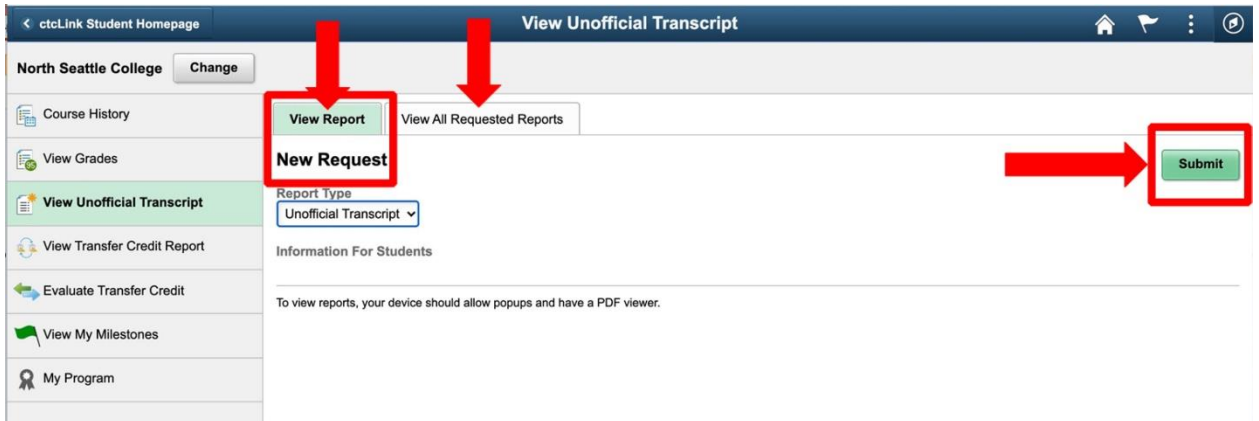


5. Click **View Unofficial Transcript**.



6. If you've taken classes at more than one college, click the college to see the transcript from that school.

7. On this page, you can submit a New Request or View All Requested Reports. For a NEW, up-to-date transcript, click Submit.



8. To view previous transcript requests, click View All Requested Reports and go to next step. To view a previous transcript request, check the box next to the request you wish to view and click View Report.
9. The Transcript will only show information as it *was* on the request date. For up-to-date transcript information, you must submit a New Request.



10. Now you can download or print your unofficial transcript!