

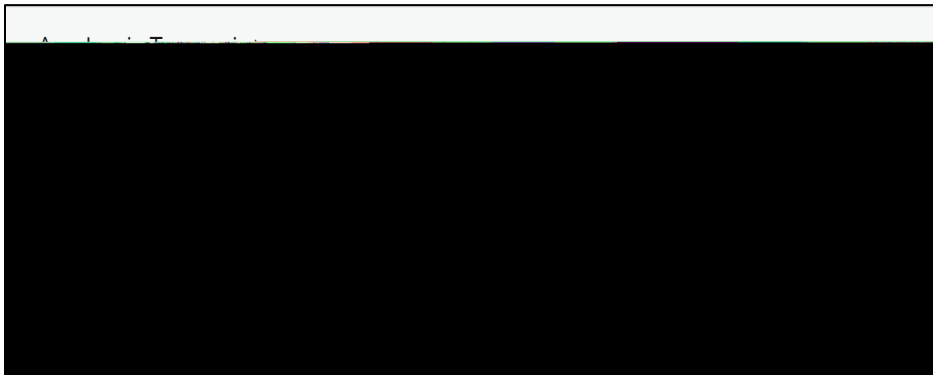


## INSTRUCTIONS FOR VIEWING UNOFFICIAL TRANSCRIPTS ONLINE

1. Enter Student ID: e.g. 000654321 and password.  
If you do not remember your password, you can reset it by clicking on Password Help

3. Click on Student Records

4. On the left menu, click on View Unofficial Transcript to view your final grades. 4  
Select Unofficial from the Transcript Type dropdown



Click on View to see your grades for each term

8. To print your unofficial transcript, click on the

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Students whose registration was prior to Nov 2000 will not be able to view their records. See below to order Official Transcripts.

If you attended VCC after Nov 2000 and still cannot access your grades, email [records@vcc.ca](mailto:records@vcc.ca) with your current email address and phone #. Records will forward the information to IT and IT will contact you when your records are available.

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