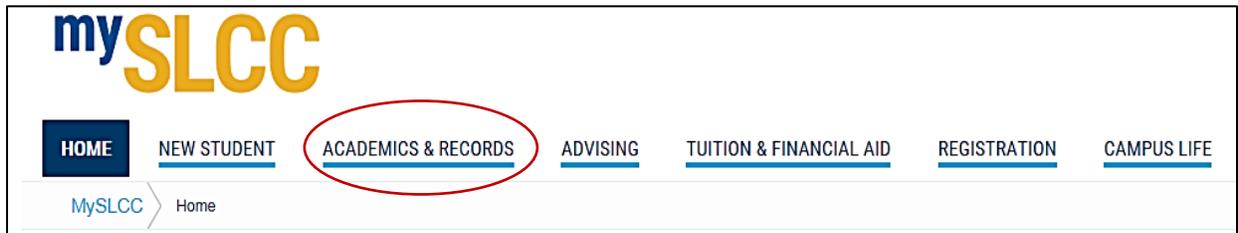


# MySLCC – Ordering Transcripts

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1. Sign in at: <https://my.slcc.edu>

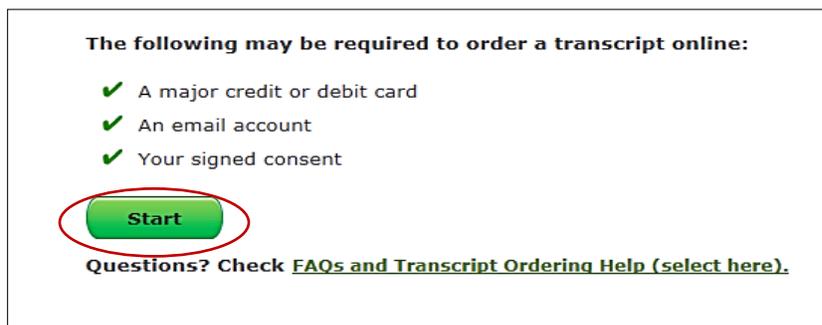
2. Click **ACADEMICS & RECORDS** on the top bar:



3. Under the Academic Records section, click on **Order Official Transcript**:



4. You will be re-directed to the **Transcript Ordering Center**. Read instructions carefully and click the green start button:



5. Fill out all required fields and information applicable. Once all required information is complete, click the **Check Out** button:

Mobile Phone Number:  000-000-0000  
Mobile Phone Carrier:  ▼

**Check Out** [Cancel Order](#)

[Back to Top](#)

Questions? Check [FAQs and Transcript Ordering Help \(select here\)](#).

6. You will be redirected to the **National Student Clearinghouse** to complete your order. A **credit card** is needed to finalize your order.

For assistance or FAQs, please go to:

<http://to.helpdocsonline.com/home>