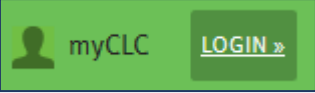
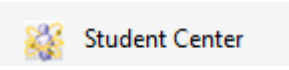
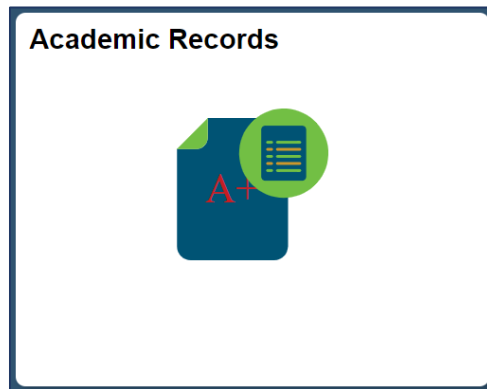


# Steps to View and Print an Unofficial Transcript

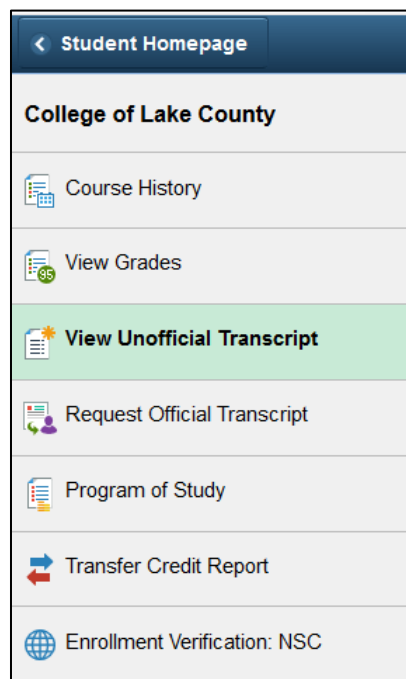
1. Log into **MyCLC** at the bottom of the CLC Website: 

Then click on Student Center under the Launchpad on the left hand side: 

2. Click on the **Academic Records** tile on the Student Homepage:



3. Click on **View Unofficial Transcript** on the left sidebar:



4. Click **Submit**:

The screenshot shows a mobile application interface for 'View Unofficial Transcript' at the College of Lake County. The header is dark blue with a back arrow, the title 'View Unofficial Transcript', and a menu icon. Below the header is a light grey bar with the text 'College of Lake County'. The main content area has a white background. At the top left of this area is the heading 'New Request' and at the top right is a green 'Submit' button. Below the heading is a 'Report Type' label and a dropdown menu currently showing 'Unofficial Transcript'. Underneath is a section titled 'Information For Students' containing the text: 'A new window will open with your unofficial transcript. \*\*\*REMEMBER TO CLOSE YOUR BROWSER WINDOW WHEN DONE\*\*\*'. At the bottom of the form, there is a horizontal line and the text: 'To view reports, your device should allow popups and have a PDF viewer.'

5. The Unofficial Transcript will open in a new window as a PDF.  
*Note: Turn off pop up blocker*