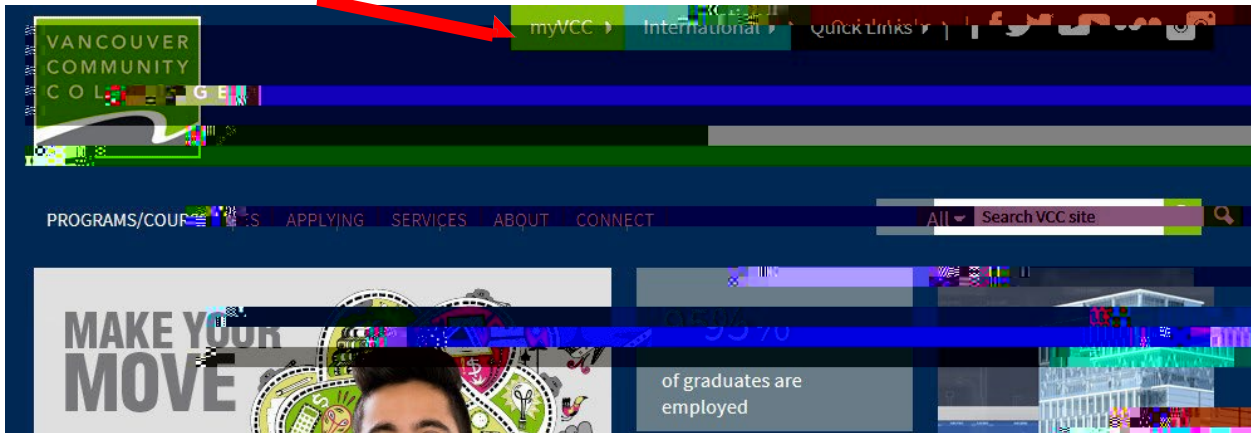


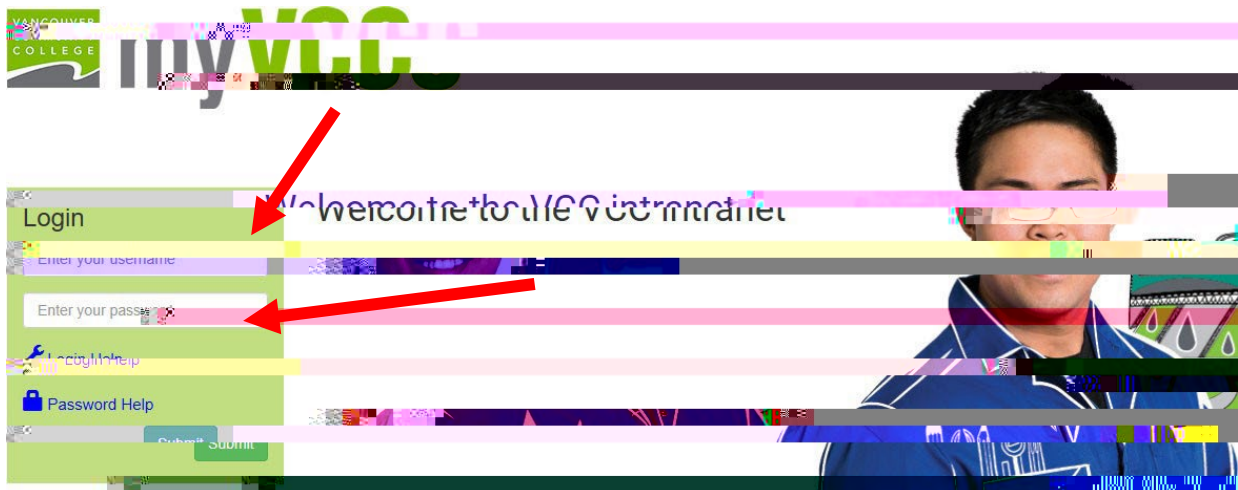
## INSTRUCTIONS FOR ORDERING OFFICIAL TRANSCRIPTS ONLINE

1. Go to [my.vcc.ca](http://my.vcc.ca).



2. Enter Student ID

3. Enter your password. *If it's your first time logging in, your initial password will use your birthday in*





7. Select Transcript Type

Select **Official** from the drop-down menu  
Confirm the address to make sure it is correct, edit if necessary

**Click Continue**

8. Transcript Options

Choose **number of copies** you would like

**Yes** for 'Official Transcript'

Choose '**Standard Mailing**' in Delivery Method

**You do not need to fill out In-Person e-Transcript or Delivery Method**

8.