

---

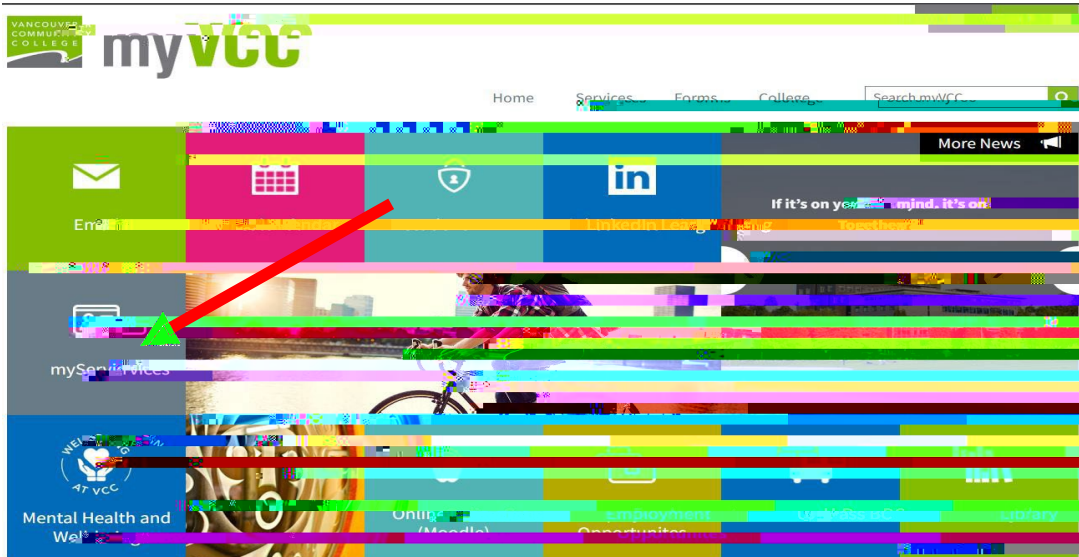
## **INSTRUCTIONS FOR VIEWING UNOFFICIAL TRANSCRIPTS ONLINE**

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

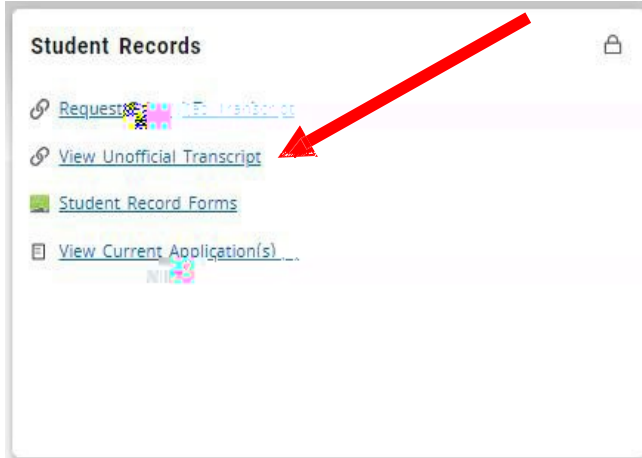
2. **Enter Student ID**

3. **Enter your password.** *If it's your first time logging in, your initial password will use your birthday in this format: VCCMMDDYY# ("VCC" plus your birthday (MMDDYY) plus "#"). E.g., if your birthday is January 30, 1995, your initial temporary password will be VCC013095#.*

4. Select **myServices**.



5. On **Student Records** card, click on **View Unofficial Transcript** to view your final grades.



6. Select **All Levels** from the Transcript Level drop-down menu  
 Select **Unofficial** from the Transcript Type drop-down menu





7. **Scroll down** to see your grades for each term
8. To print your unofficial transcript, click on the print button

---

**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 November 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.**

---