

How to View and Order Transcripts

UNOFFICIAL TRANSCRIPTS

Unofficial transcripts show all of the college credit a student has earned, including the term, course number, course title, grades and GPA. It is a good idea to check an unofficial transcript after each term college courses are taken to ensure the courses and grades earned are reflected accurately. Students can view their unofficial transcript at any time in myClackamas.

How to View an Unofficial Transcript:

1. Log into my.clackamas.edu using your CCC username and password. If you do not know your CCC account information, contact hsconnections@clackamas.edu for assistance.
2. Click on 'Account Information' in the left side bar, then 'Unofficial Transcripts'
3. You will then be taken to Self-Service, click on 'Unofficial Transcript' and a pdf copy of your unofficial transcript will appear.

OFFICIAL TRANSCRIPTS

Official transcripts are usually needed when transferring the college credits earned at CCC to another college or university. Students can place a free online order for a copy of an official transcript to be sent to the location of their choice (either electronically or physically mailed). Students are recommended to view their unofficial transcript first to ensure all of the college credit they have earned at CCC is showing correctly before requesting an official transcript.

How to Order an Official Transcript:

1. Go to www.clackamas.edu/transcripts and click the orange 'Request Transcripts Online' button to be taken to Parchment, CCC's transcript ordering site
2. Create a Parchment account if you have not placed a transcript order before. Your login credentials for Parchment are NOT the same as your myClackamas login credentials. You will need to include your CCC ID and the year you last attended when you create the account. If you need this information, contact hsconnections@clackamas.edu.
3. Log into Parchment and follow the instructions to complete your transcript order.

