ELAC WSRC
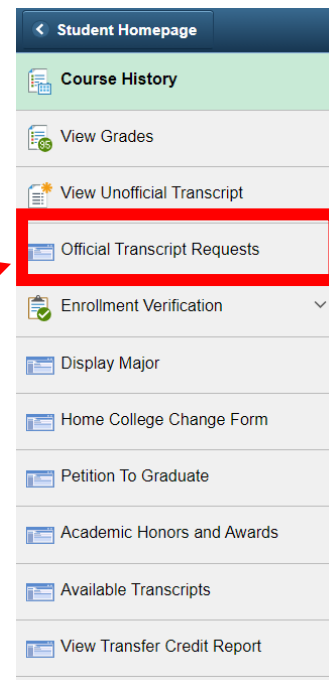## WELCOME & SUPPORT RESOURCE CENTER

ELAC: Ordering *Official* Transcripts
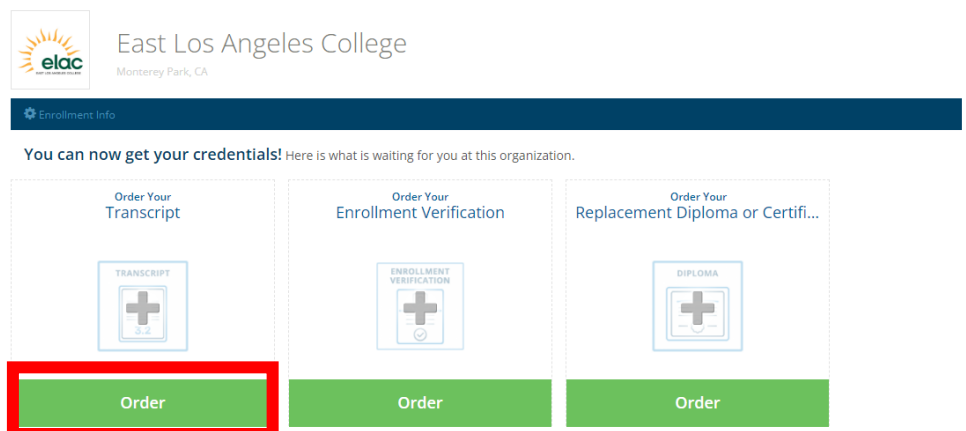
1. Sign into your student portal: **https://mycollege.laccd.edu**

2. Click on "Academic Records"

Academic Records

East Los Angeles College

3. Select "Official Transcript Requests"

   ♦ You should be redirected to the following Webpage:
     www.parchment.com/students/how-it-works/

4. Select "login" then "Student/Parent Login"

② Login → **Student / Parent Login**
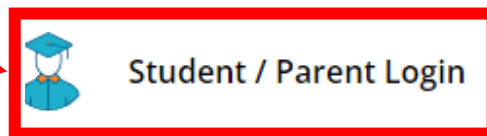
5. If you already, have a parchment credentials account sign-in

   ♦ If you do not have an account create one by selecting "Sign Up"

6. In your Parchment **Dashboard**, select "Order Your Transcript"

Student Homepage

- Course History
- View Grades
- View Unofficial Transcript
- Official Transcript Requests
- Enrollment Verification
- Display Major
- Home College Change Form
- Petition To Graduate
- Academic Honors and Awards
- Available Transcripts
- View Transfer Credit Report

East Los Angeles College
Monterey Park, CA

⚙ Enrollment Info

You can now get your credentials! Here is what is waiting for you at this organization.

Order Your Transcript	Order Your Enrollment Verification	Order Your Replacement Diploma or Certifi...
TRANSCRIPT ➕	ENROLLMENT VERIFICATION ➕	DIPLOMA ➕
Order	Order	Order

7. Fill out your personal information
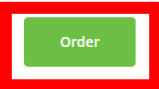
   ♦ If you do not know your ELAC Student ID Number, please contact us

8. Next to Transcript, select "Order"

9. Type in the name of the institution you are trying to send the transcripts to

   ♦ If you are sending transcripts to an option that is not available, select "I'm sending to myself or another individual" then "I am sending this order to another individual" and fill out the recipients information

10. Sign, continue, and submit payment information

   ♦ Official (electronic) Transcripts are currently $3 when ordered online

<div align="center">

Welcome Center Contact:

E1-189

Office Phone: 323.780.6800

Email: welcomecenter@elac.edu

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