1. Sign into your student portal: https://mycollege.laccd.edu
2. Click on “Academic Records”
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”
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”
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

Welcome Center Contact:
E1-189
Office Phone: 323.780.6800
Email: welcomecenter@elac.edu