

ELAC: Accessing Unofficial Transcripts

- 1. Sign into your student portal: <u>https://mycollege.laccd.edu</u>
- 2. Click on "Academic Records"

	Academic Records		
			Student Homepage
	East		Course History
	College		🐻 View Grades
	oonege		View Unofficial Transcript
			Cfficial Transcript Requests
			Enrollment Verification V
3. Select "View Unofficial Transcript" 🧹			📄 Display Major
4	. For Report Type, select "Unoffi	Home College Change Form	
			Petition To Graduate
	View Report New Request Report Type Unofficial Transcript Information For Students		E Academic Honors and Awards
			Available Transcripts
ľ			Tiew Transfer Credit Report

To view reports, your device should allow popups and have a PDF viewer.

5. Select "Submit" at the top-right



6. Once you select "Submit", a pop-up window should show up with a copy of your Unofficial LACCD Transcripts

Welcome Center Contact: E1-189 Office Phone: 323.780.6800

Email: welcomecenter@elac.edu