VCC International
ieservices@vcc.ca
vcc.ca/international
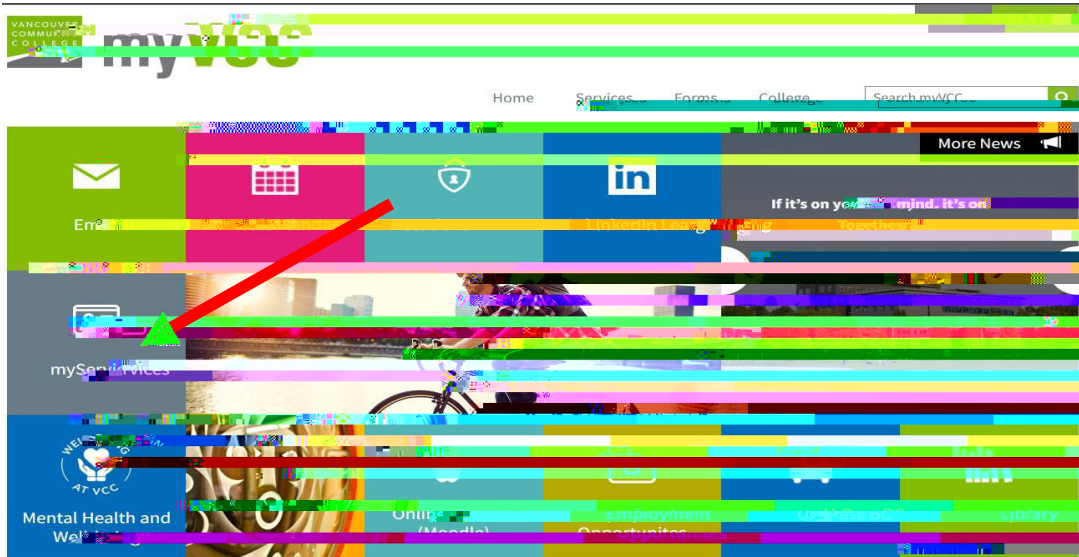
<u>INSTRUCTIONS FOR VIEWING UNOFFICIAL TRANSCRIPTS ONLINE</u>
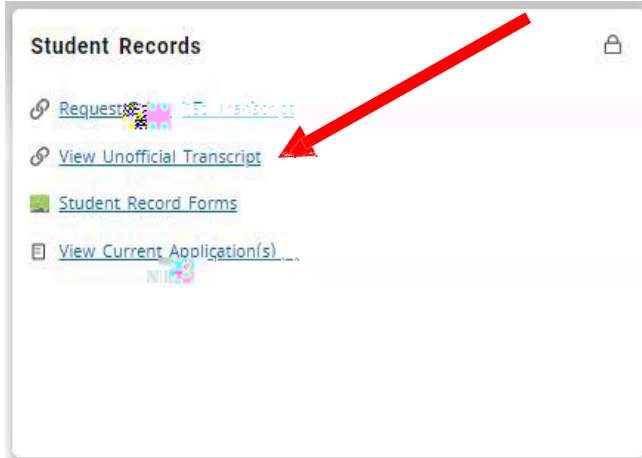
1. Go to **my.vcc.ca**.

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 <u>**view your final grades**</u>.

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

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7. **Scroll down** to see your grades for each term

8. To print your unofficial transcript, click on the print button

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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 with your current email address and phone #. Records will forward the information to IT and IT will contact you when your records are available.