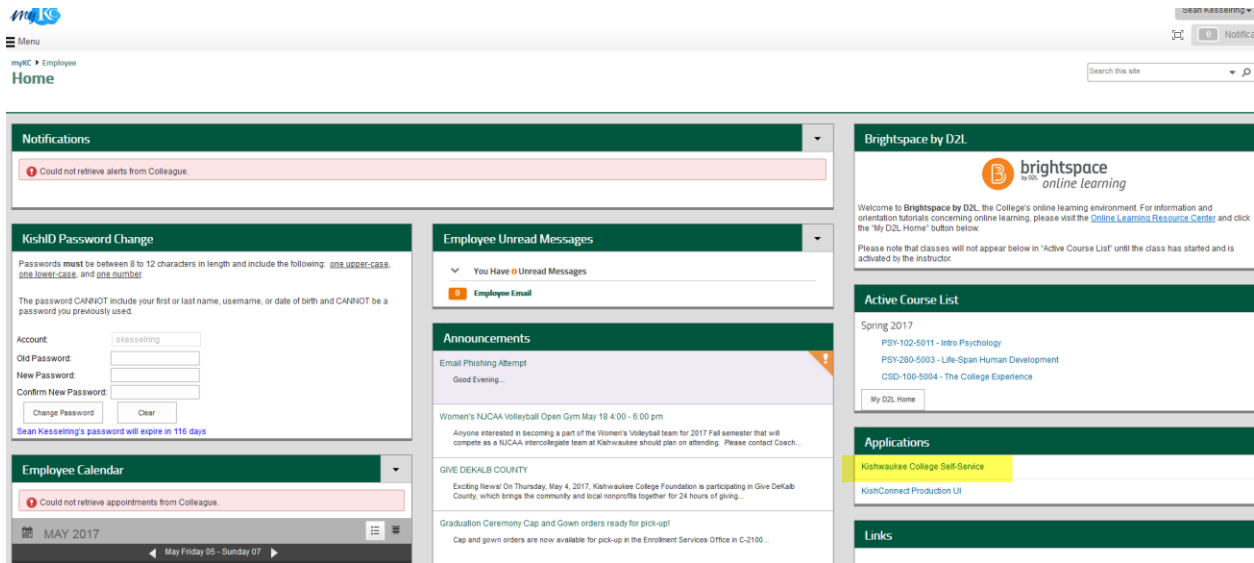


## How to Print Unofficial Transcripts

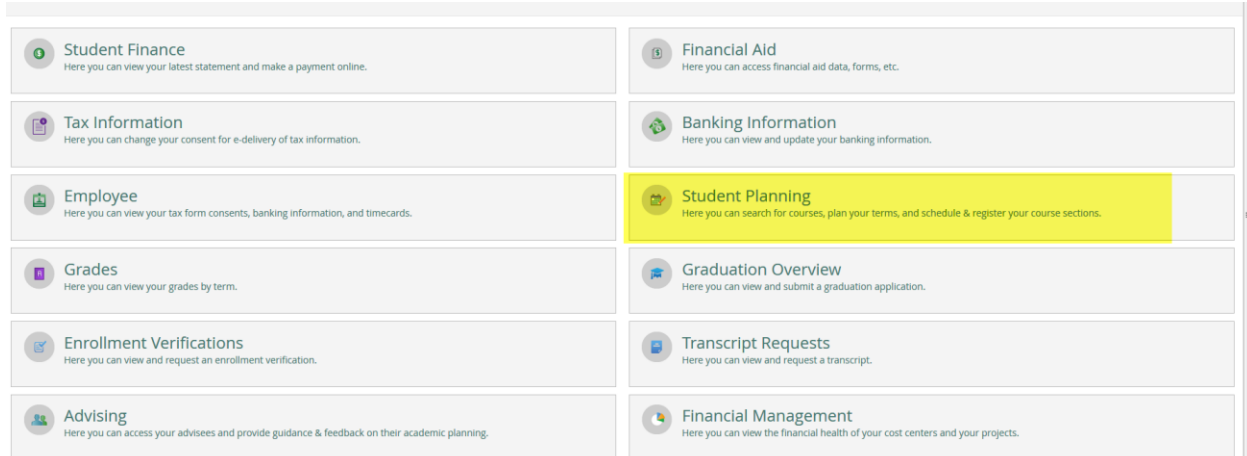
- 1) Login to your MyKC account at <https://www.kish.edu/mykc>
- 2) Located in the right column under applications click on Kishwaukee College Self-Service















The screenshot shows the MyKC user interface. At the top, there is a navigation bar with the MyKC logo, a menu icon, and the user's name 'Sean Kasseing'. Below the navigation bar, there are several main sections:

- Notifications:** A red banner indicates 'Could not retrieve alerts from Colleague.'
- KishID Password Change:** A form for changing the password, with a note that the password will expire in 116 days.
- Employee Unread Messages:** A section showing 'You Have 0 Unread Messages' and an 'Employee Email' link.
- Announcements:** A section with several announcements, including 'Email Phishing Attempt', 'Women's NJCAA Volleyball Open Gym', and 'Exciting News! On Thursday, May 4, 2017, Kishwaukee College Foundation is participating in Give DeKalb County...'
- Brightspace by D2L:** A section for online learning, including a welcome message and a list of active courses for Spring 2017.
- Employee Calendar:** A calendar view for May 2017, showing 'May Friday 05 - Sunday 07'.
- Applications:** A section with a highlighted 'Kishwaukee College Self-Service' link.
- Links:** A section for additional resources.

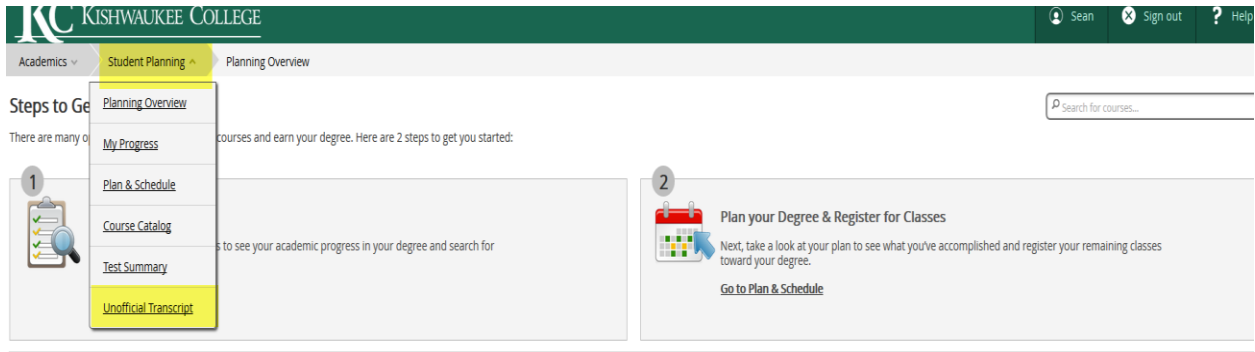
- 3) Click on Student Planning



The screenshot shows a grid of application tiles in the MyKC user interface. The tiles are arranged in two columns and six rows. The 'Student Planning' tile is highlighted in yellow.

 <b>Student Finance</b> Here you can view your latest statement and make a payment online.	 <b>Financial Aid</b> Here you can access financial aid data, forms, etc.
 <b>Tax Information</b> Here you can change your consent for e-delivery of tax information.	 <b>Banking Information</b> Here you can view and update your banking information.
 <b>Employee</b> Here you can view your tax form consents, banking information, and timecards.	 <b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.
 <b>Grades</b> Here you can view your grades by term.	 <b>Graduation Overview</b> Here you can view and submit a graduation application.
 <b>Enrollment Verifications</b> Here you can view and request an enrollment verification.	 <b>Transcript Requests</b> Here you can view and request a transcript.
 <b>Advising</b> Here you can access your advisees and provide guidance & feedback on their academic planning.	 <b>Financial Management</b> Here you can view the financial health of your cost centers and your projects.

- 1) In order to print your Unofficial Transcript click on the **Student Planning** drop down menu.
- 2) Click **Unofficial Transcript**



- 3) Click on **Unofficial Transcript** to download the pdf

