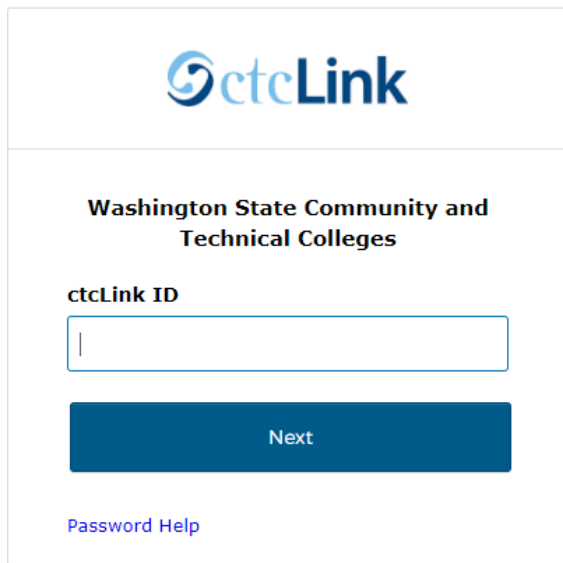


## View/ Print your Unofficial Transcript

1. Sign into ctclink at <https://myaccount.ctclink.us>



The image shows a login form for ctclink. At the top is the ctclink logo. Below it, the text reads "Washington State Community and Technical Colleges". There is a label "ctclink ID" above a text input field. Below the input field is a blue button labeled "Next". At the bottom left, there is a link for "Password Help".

2. You will be brought to a screen to select a tile. Select the appropriate tile for WWCC. If you are or have been at another Washington State Community or Technical College you may see additional tiles.

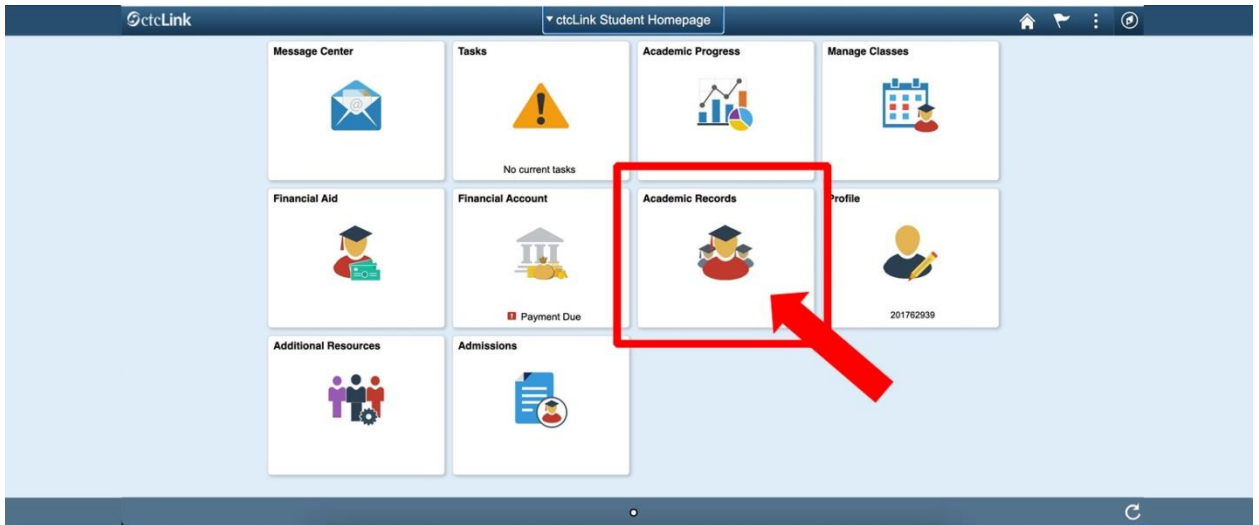


3. Click on **Student Homepage**.

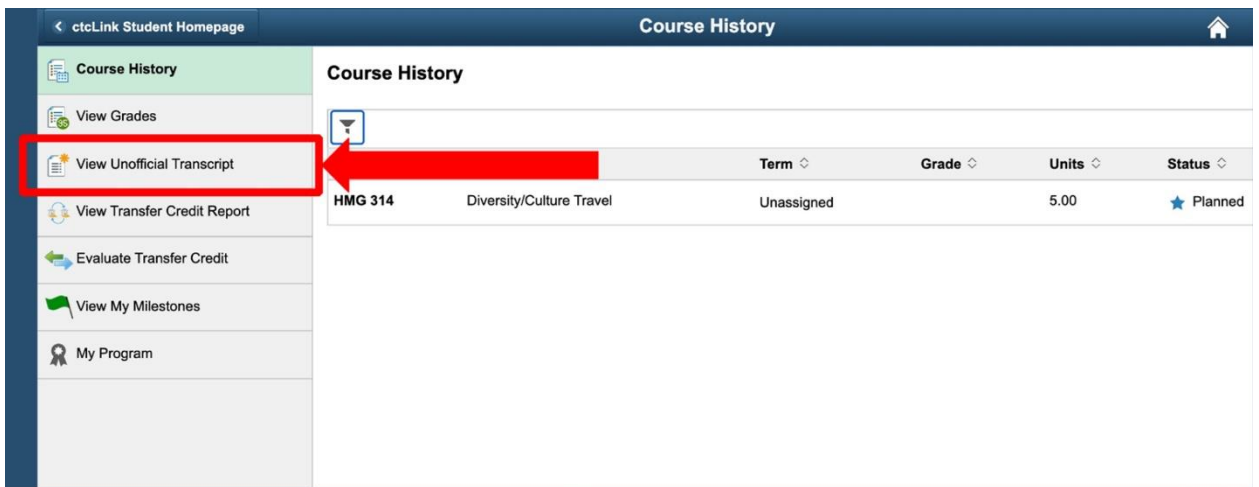


The image shows the ctclink Gateway dashboard. At the top left is the ctclink logo and "My Institution View". At the top right is "Welcome". Below the logo is the Walla Walla Community College logo. The main area is titled "ctclink GATEWAY". There are three main sections: "Canvas", "Your Gateway to ctclink", and "How Do I...?". The "Student Homepage" link in the Canvas section is highlighted with a red box. The "Your Gateway to ctclink" section contains a "Welcome!" message and a paragraph: "You have arrived at the ctclink Gateway for Washington's community and technical colleges. The links at the left should not you everywhere you need to". The "How Do I...?" section contains a paragraph: "If you need help with how to use some of the ctclink tools, check out the [ctclink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way."

4. Click on the **Academic Records** tile.

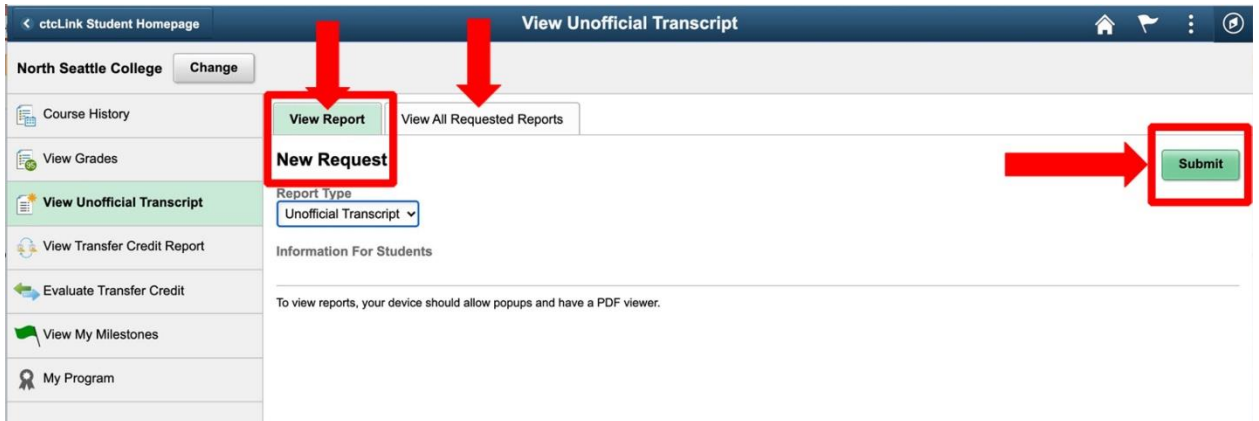


5. Click **View Unofficial Transcript**.



6. If you've taken classes at more than one college, click the college to see the transcript from that school.

7. On this page, you can submit a New Request or View All Requested Reports. For a NEW, up-to-date transcript, click Submit.



8. To view previous transcript requests, click View All Requested Reports and go to next step. To view a previous transcript request, check the box next to the request you wish to view and click View Report.
9. The Transcript will only show information as it *was* on the request date. For up-to-date transcript information, you must submit a New Request.



10. Now you can download or print your unofficial transcript!