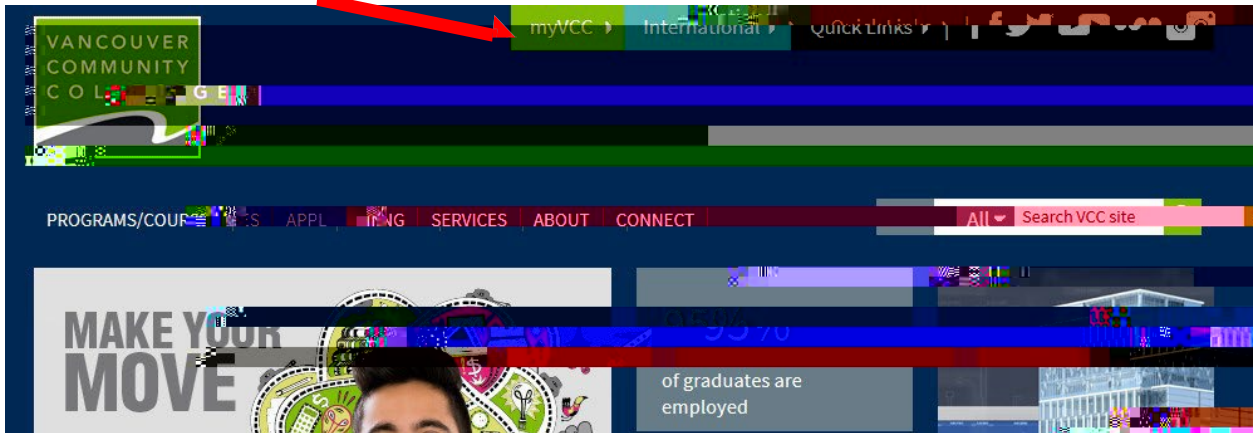


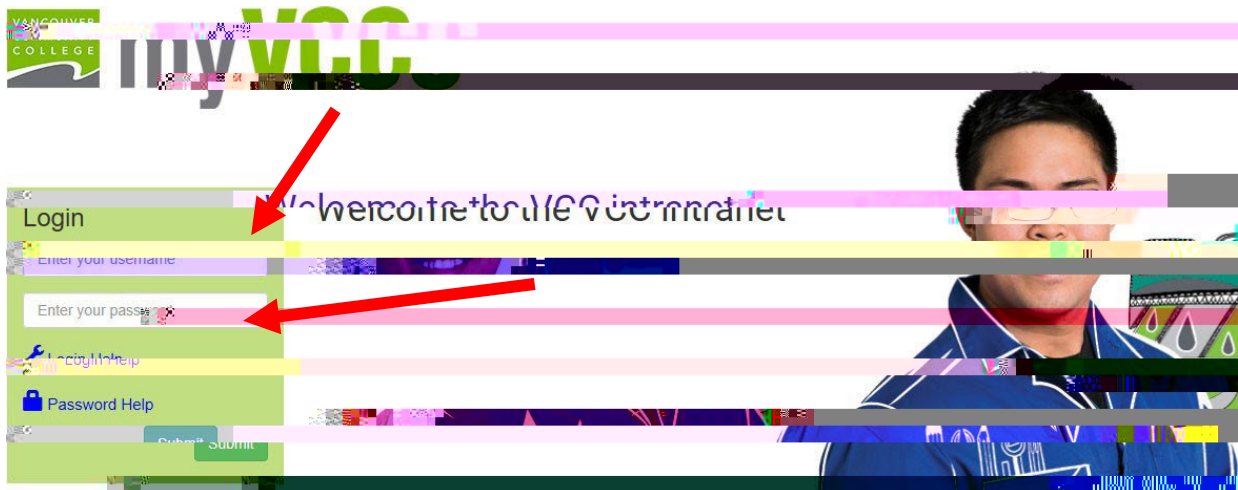
INSTRUCTIONS FOR ORDERING OFFICIAL TRANSCRIPTS ONLINE

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*







7. Select Transcript Type

Select **Official** from the drop-down menu
Confirm the address to make sure it is correct, edit if necessary

Click Continue

8. Transcript Options

Choose **number of copies** you would like

Yes for 'Official Transcript'

Choose '**Standard Mailing**' in Delivery Method

You do not need to fill out In-Person e-Transcript or Delivery Method

8.