

INSTRUCTIONS FOR ORDERING OFFICIAL TRANSCRIPTS ONLINE

1. Go to my.vcc.ca.

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2. Enter Student ID

3. Enter your password. If it's your first time logging in, your initial password will use your birthday in







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| 7. Select Transcript Type | Select Official from the drop-down menu Confirm the address to make sure it is correct, edit if necessary |
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| | 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-Fin(ao) (5) r-e./2] w (6) dDe) (8) d() f T 20 w (6) 8. |