DURHAM COLLEGE
SUCCESS MATTERS

How to View Your Unofficial Transcript

1. Begin by going to your MyDC homepage.

2. Select the **Self Service Log In** at the top right

SELF SERVICE LOG IN

3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

   Please visit IT Services for password information.
   If you have issues, please contact IT Services at 905-721-3333 option #1

4. Click **Student Information**

5. Click **Student Records**

6. Click **View Unofficial Academic Transcript**

7. Select a transcript level and transcript type. The transcript type will be "Official DC Transcript" for DC students.

8. Click submit to view your unofficial transcript