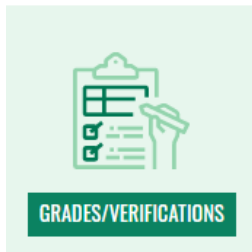

How to View Your Unofficial Transcript

1. Begin by going to your [My DC](#) homepage.
2. Select the “**GRADES/VERIFICATIONS**” box on the right-side under Helpful Links.



3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password. Your password should be your date of birth in MMDDYY format (i.e. 111690 for birth date Nov 16, 1990). If this does not work please try using your postal code, all capitals and no spaces (i.e. L1G0C5).
If you have trouble logging-in you will need your password reset. Please contact IT Services at 905-721-3333 option #1 or through [LiveChat](#).
4. Click **View Unofficial Academic Transcript**
5. Select a transcript level and transcript type. The transcript type will be “Official DC Transcript” for DC students.
6. Click submit to view your unofficial transcript