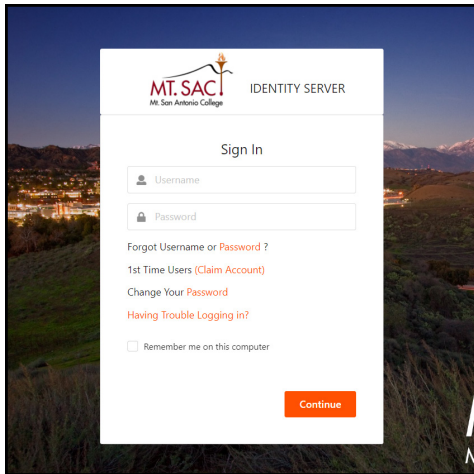
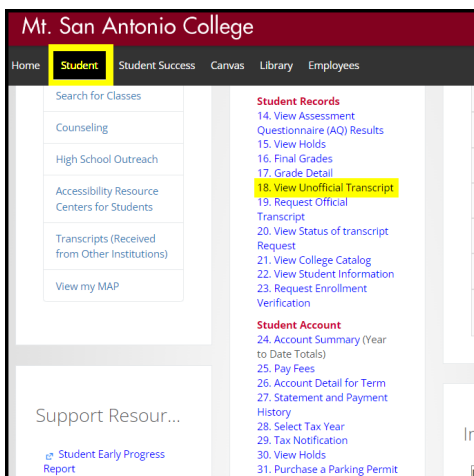


INSTRUCTIONS ON HOW TO SAVE YOUR MT. SAC TRANSCRIPT AS A PDF DOCUMENT



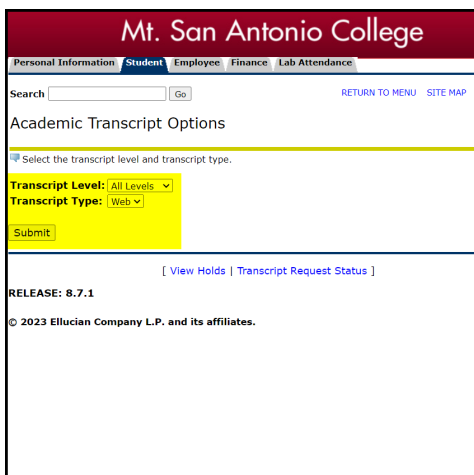
1

Log into your Mt. SAC Portal



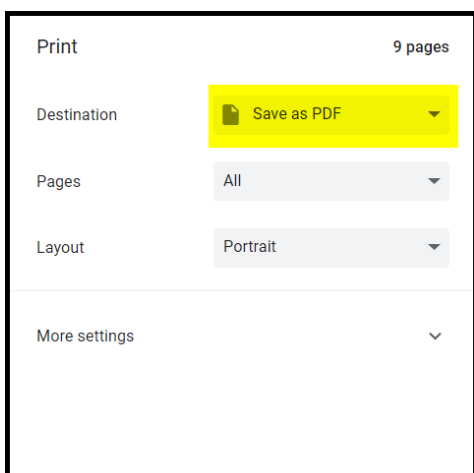
2

Go to the **Student Tab** then to the **Student Self-Service** section. Under **Student Records**, click **View Unofficial Transcript (number 18)**.



3

Select "**All Levels**" for **Transcript Level** and "**Web**" for **Transcript Type** then click submit.



4

Right click in the middle of Academic Transcript page and select **Print**. Set the **Destination** to "**Save as PDF.**"