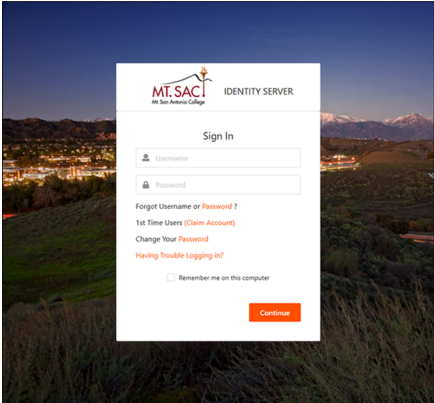
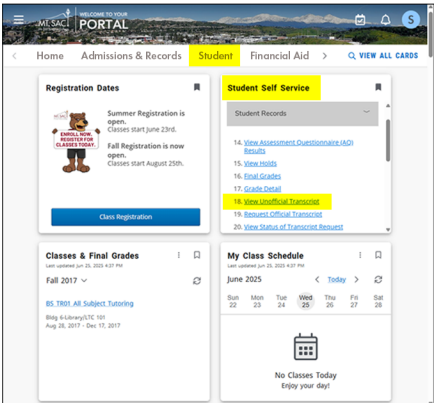


INSTRUCTIONS ON HOW TO DOWNLOAD UNOFFICIAL MT. SAC TRANSCRIPT



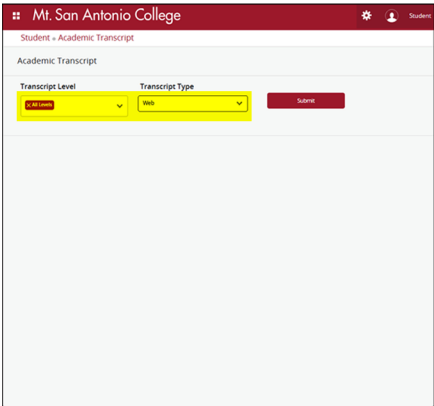
1

Log into your **Mt. SAC Portal**



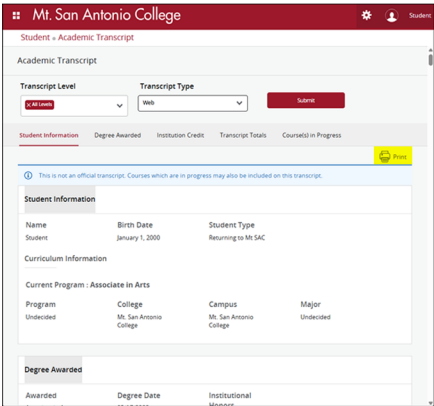
2

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



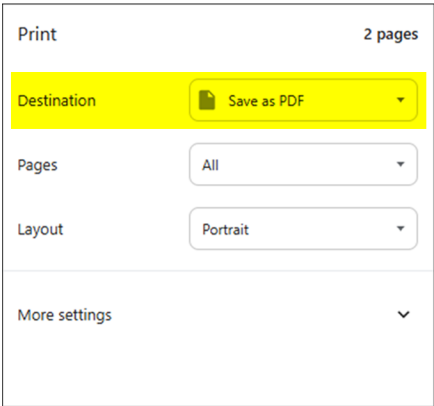
3

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



4

Click the **Print Icon**.



5

In the **Print Dialog Box**, set the **Destination** to **“Save as PDF.”**.