



How to Print Unofficial Transcripts

- 1) Login to your MyKC account at <https://www.kish.edu/mykc>
- 2) Located in the right column under applications click on Kishwaukee College Self-Service

The screenshot shows the MyKC employee dashboard. The top navigation bar includes the MyKC logo, a menu icon, and the user's name 'Sean Kasseing'. Below the navigation bar, there are several widgets: 'Notifications' (showing an error), 'KishID Password Change' (with a form), 'Employee Unread Messages' (showing 0 unread messages), 'Announcements' (with a 'Good Evening...' message), 'Employee Calendar' (showing 'MAY 2017'), 'Brightspace by D2L' (with a welcome message and course list), 'Active Course List' (listing Spring 2017 courses), 'Applications' (with 'Kishwaukee College Self-Service' highlighted), and 'Links'.

- 3) Click on Student Planning

The screenshot shows the 'Applications' section of the MyKC Self-Service portal. It contains a grid of application categories, each with an icon and a brief description. The 'Student Planning' category is highlighted in yellow. The categories are: Student Finance, Financial Aid, Tax Information, Banking Information, Employee, Student Planning, Grades, Graduation Overview, Enrollment Verifications, Transcript Requests, and Advising, Financial Management.

- 1) In order to print your Unofficial Transcript click on the **Academics** drop down menu.
- 2) Click **Unofficial Transcript**

