



View/ Print your Unofficial Transcript

1. Sign into ctcLink at <https://myaccount.ctclink.us>

A screenshot of the ctcLink login interface. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. Underneath, the label "ctcLink ID" is followed by a text input field. Below the input field is a blue button labeled "Next". At the bottom left, there is a link for "Password Help".

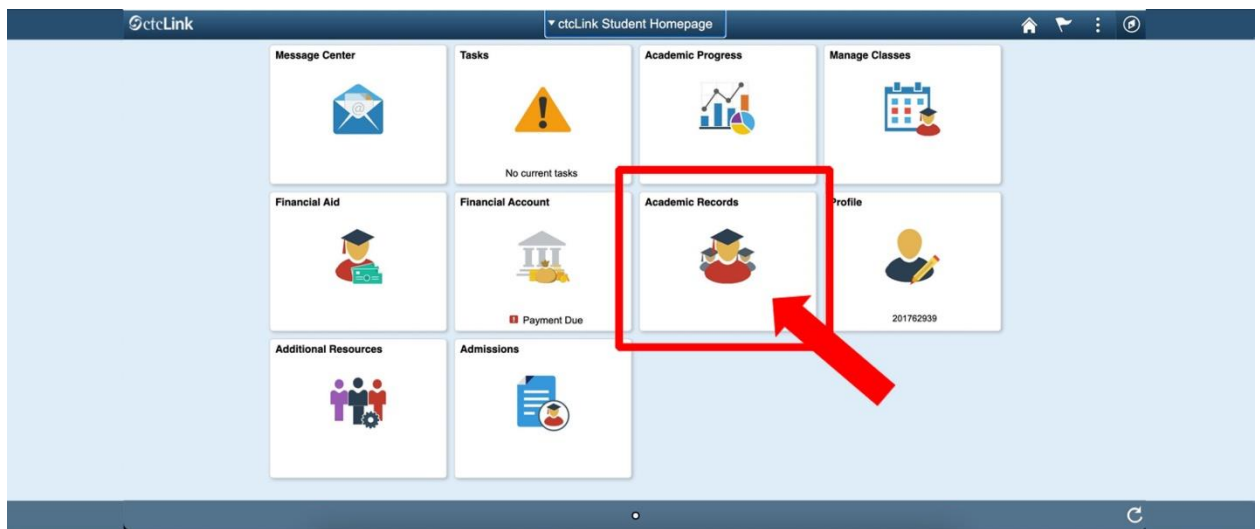
2. You will be brought to a screen to select a tile. Select the appropriate tile for GHC. If you are or have been at another Washington State Community or Technical College you may see additional tiles.



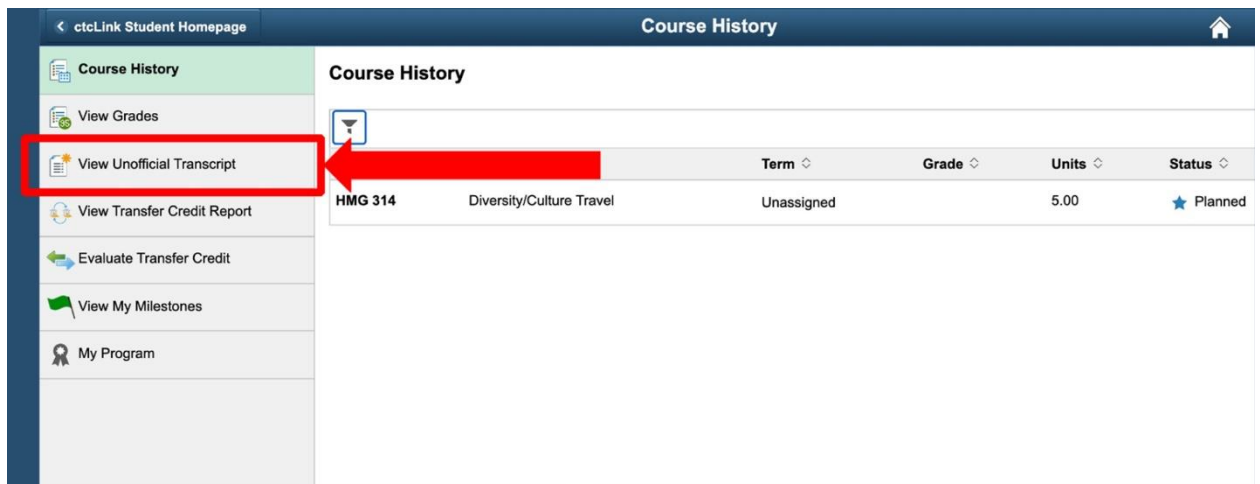
3. Click on **Student Homepage**.



4. Click on the **Academic Records** tile.



5. Click **View Unofficial Transcript**.



6. If you've taken classes at more than one college, click the college to see the transcript from that school.

7. On this page, you can submit a New Request or View All Requested Reports. For a NEW, up-to-date transcript, click Submit.

The screenshot shows the 'View Unofficial Transcript' page. On the left is a sidebar with navigation links: Course History, View Grades, View Unofficial Transcript (highlighted), View Transfer Credit Report, Evaluate Transfer Credit, View My Milestones, and My Program. The main content area has a header with 'North Seattle College' and a 'Change' button. Below this are two buttons: 'View Report' and 'View All Requested Reports'. A red box highlights the 'View Report' button, with a red arrow pointing to it from above. Another red arrow points down to the 'New Request' text below the 'View Report' button. A third red arrow points from the right to a 'Submit' button, which is also highlighted with a red box. Below the 'New Request' text is a 'Report Type' dropdown menu set to 'Unofficial Transcript'. Further down, there is a section titled 'Information For Students' with a note: 'To view reports, your device should allow popups and have a PDF viewer.'

8. To view previous transcript requests, click View All Requested Reports and go to next step. To view a previous transcript request, check the box next to the request you wish to view and click View Report.
9. The Transcript will only show information as it *was* on the request date. For up-to-date transcript information, you must submit a New Request.

The screenshot shows the 'View Unofficial Transcript' page with the 'View All Requested Reports' button highlighted in green. Below this is a section titled 'Previous Requests' containing a table. A red arrow points from the left to the first row of the table, which has a checked checkbox in the first column. The table has three columns: 'Request Date', 'Request Number', and 'Description'. To the right of the table, there are two buttons: 'View Report' (highlighted with a red box and a red arrow pointing to it) and 'Delete'. Below the table, there is a note: 'To view reports, your device should allow popups and have a PDF viewer.'

	Request Date ▾	Request Number ▾	Description ▾
<input checked="" type="checkbox"/>	03/30/2021	961977	Unofficial Transcript

10. Now you can download or print your unofficial transcript!