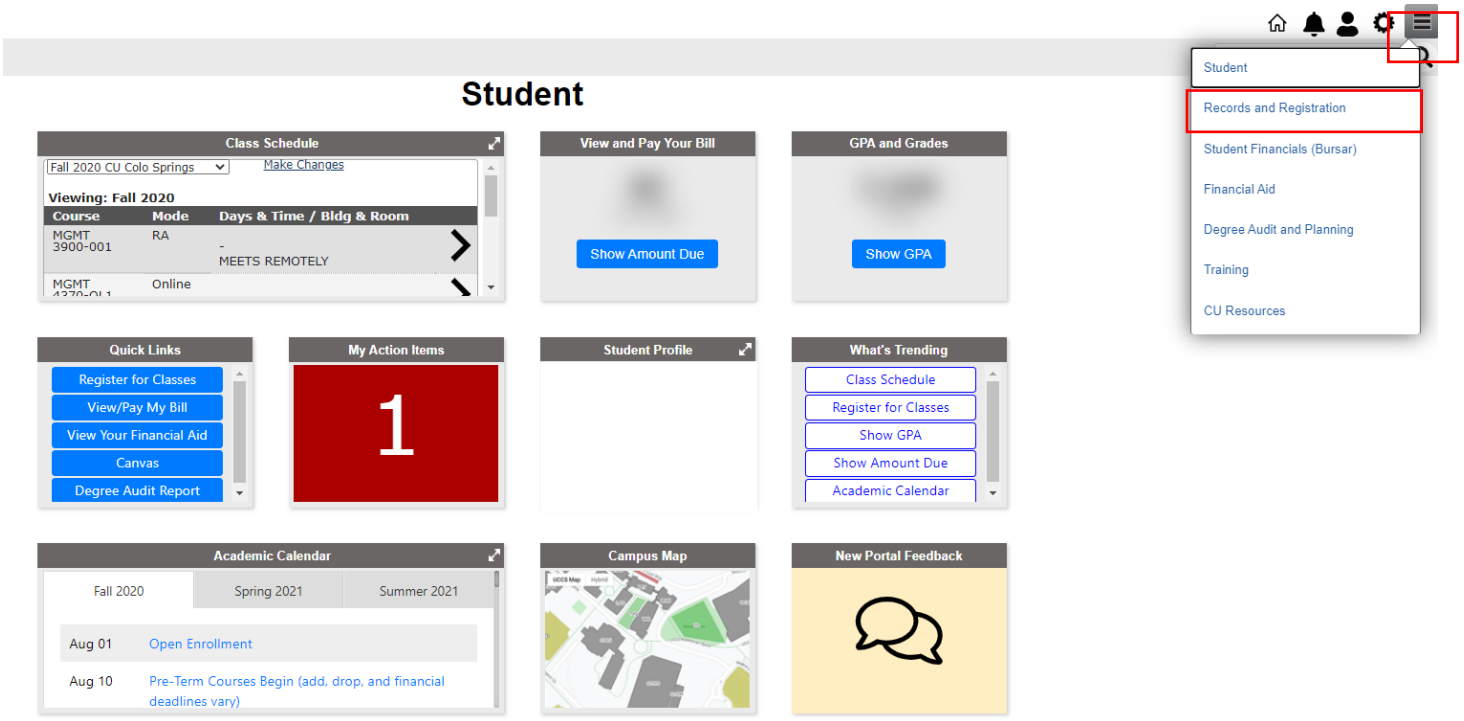
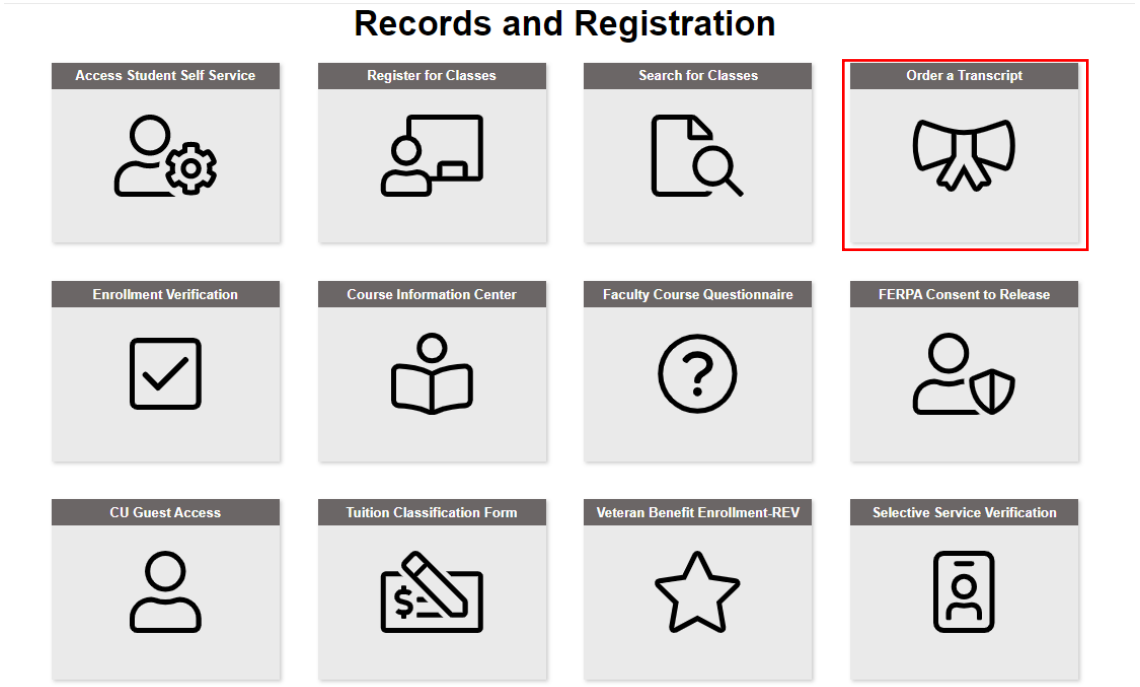
How to access and order official transcripts

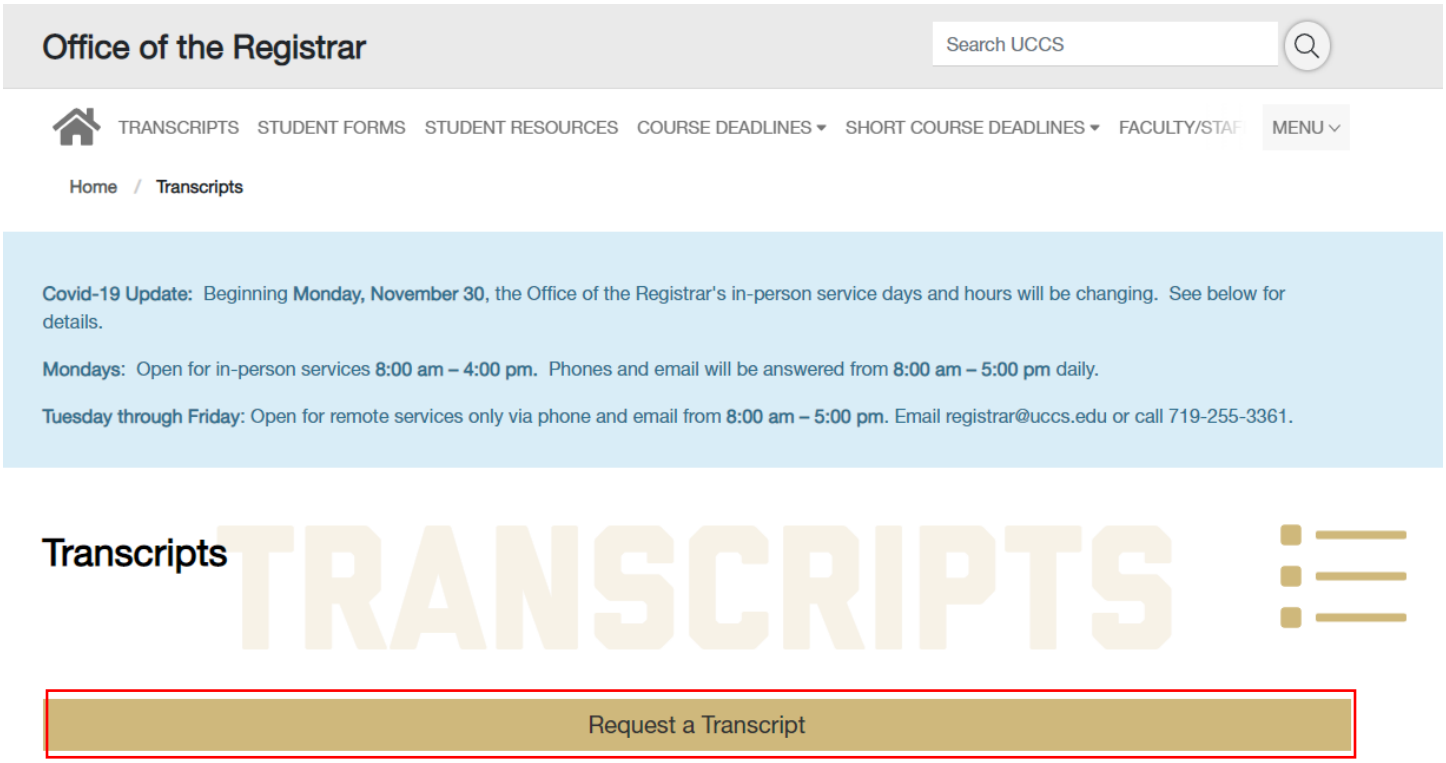
1. Go to myUCCS portal. You can get there from the UCCS homepage (www.uccs.edu), tools dropdown on the right-hand side, then click on myUCCS portal.
2. Type in your UCCS username and password. Don't forget to put "@uccs.edu" at the end of your username. If you need to reset your password or are having trouble signing in, please email pcdp@uccs.edu and we will be able to assist you.
3. Once you are into your UCCS portal, at the top right-hand side of the screen you should see three horizontal bars. Click on that, then click on the "Records and Registration Option". (See picture below)



4. Then you should click on the "Order a Transcript" button. (see below)



5. Now you will need to click the “Request a Transcript” button.



6. From here you will need to follow the 6-step process to order a transcript and send it to the school that you wish. Sign in with your UCCS credentials and follow the instructions on the screen for each step. You will need to provide payment to order a transcript and send it to another institution.