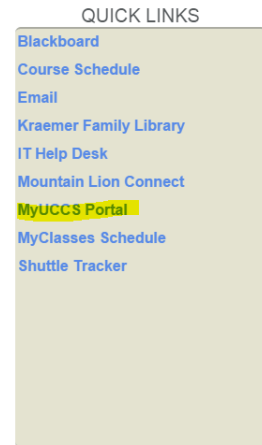


How to view your Final Course Grade(s)

***Follow the instructions below to view your grades from any course you have taken for credit with UCCS**

1. Visit www.uccs.edu/students
2. On the right hand side, under 'Quick Links' select "MyUCCS PORTAL"
3. Log in using your UCCS Username and Password
 - Your Username is the first letter of your first name followed by up to 7 letters of your last name (*sometimes numbers are included at the end*)
4. Under the top section 'Records and Registration' click the top box: "Access Student Self Services"
5. Under the top section 'Academics' there is a drop-down list – highlight "Grades" and click enter
6. Select which term (semester) of grades you would like to view!



How to Access your Unofficial Transcript

***Should you need an official transcript, you can request these from the same location**

1. Complete steps 1-4 as listed above!
2. Within the "Access Student Self Services" and under the top section 'Academics' there is a drop-down list – highlight "Transcript: View Unofficial" and click enter
3. Leave all of the information in the dropdown lists the way they are:
 - Home Institution = CU Colorado Springs
 - Select Transcript Type = All CU Careers
4. Click the Green "View Unofficial Transcript" Button
 - NOTE: It may take a moment to process your request, so do not click the button multiple times if you do not see anything right away!
5. You should see a PDF document appear in a new tab, simply print this out!