



**TranscriptsPlus<sup>®</sup>**

**OneACCS**  
*One System. All Access.*

## **STARTING DECEMBER 2, 2019:**

**Official** \_\_\_\_\_

**transcripts will be available through OneACCS! Current students will be able to conveniently order, send and track transcript orders directly through the OneACCS student portal.\***

### **HERE'S HOW IT WORKS:**

- 1.** Log into your OneACCS Account with your student number and password
- 2.** Select "Student" Tab
- 3.** Select "Student Records"
- 4.** Select "Order Official Transcript"
- 5.** Select "Begin Order" and follow instructions on the screen.

The cost for an official transcript is \$5. OneACCS accepts **Visa, MasterCard, Discover** and **American Express**. You may also pay cash at the college's business office.

### **UNOFFICIAL TRANSCRIPTS**

Unofficial transcript requests may also be made through OneACCS. In order to obtain an unofficial transcript, please select that option after selecting "Student Records."

For more information, or if you are not a current student and need a transcript, contact your campus Registrar at:

*\*Please note that all financial obligations to the community college must be satisfied prior to a transcript being released.*

