



# Unofficial Transcript - MyGBC

Student logs into their MyGBC

Go to drop down menu Other Academics, Transcript View Unofficial, then double arrows to go.

The screenshot shows the 'Academics' menu in the MyGBC system. The 'Transcript: View Unofficial' option is highlighted in blue. Below the menu, the text 'Report Type is Unofficial Transcripts, then view report' is displayed. At the bottom of the menu, there are buttons for 'Search', 'Plan', 'Enroll', and 'My Academics'.

## View Unofficial Transcript

Choose an institution and report type and press View Report

**\*\*This process may take a few minutes to complete. Please do not press any other buttons or links while processing is taking place\*\***

Academic Institution    
 Report Type

### Information For Students

If the report does not automatically generate as a PDF, then the pop-up blocker needs to be enabled and the report will need to be generated again by choosing view report.