

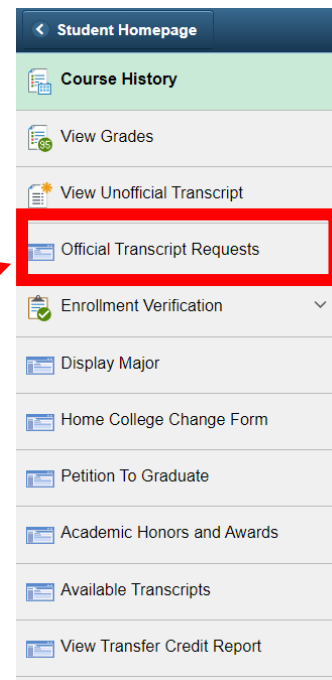


ELAC WSRC

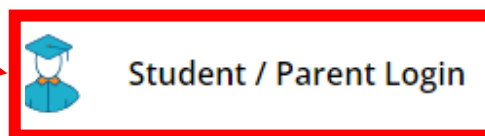
WELCOME & SUPPORT RESOURCE CENTER

ELAC: Ordering *Official* Transcripts

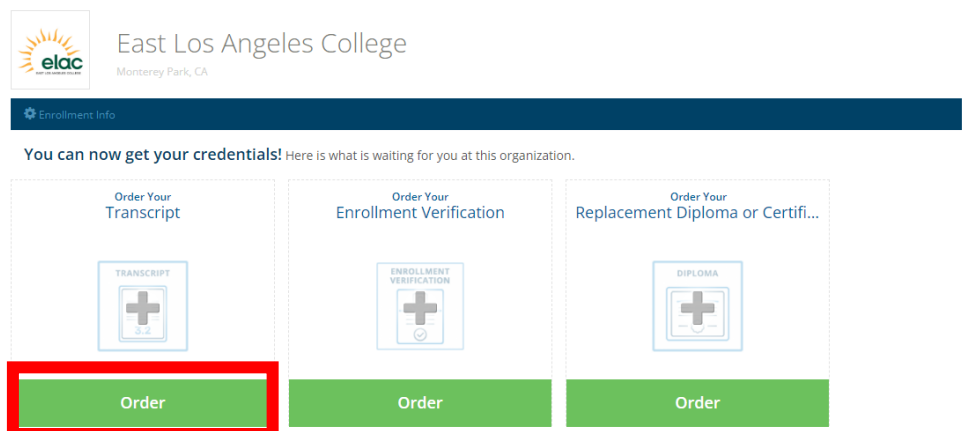
1. Sign into your student portal: <https://mycollege.laccd.edu>
2. Click on "Academic Records"



3. Select "Official Transcript Requests"
 - ◆ You should be redirected to the following Webpage:
www.parchment.com/students/how-it-works/
4. Select "login" then "Student/Parent Login"



5. If you already, have a parchment credentials account sign-in
 - ◆ If you do not have an account create one by selecting "Sign Up"



6. In your Parchment **Dashboard**, select "Order Your Transcript"

7. Fill out your personal information

- ◆ If you do not know your ELAC Student ID Number, please contact us

8. Next to Transcript, select “Order”

[< BACK](#)Available Credentials[CANCEL x](#)



The following credentials are available from East Los Angeles College.
Start your order by selecting a credential listed below (you can add more later)



TRANSCRIPT

3.2

Transcript

An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

[Order](#)

9. Type in the name of the institution you are trying to send the transcripts to

- ◆ If you are sending transcripts to an option that is not available, select “I'm sending to myself or another individual” then “I am sending this order to another individual” and fill out the recipients information

[Search](#)

10. Sign, continue, and submit payment information

- ◆ Official (electronic) Transcripts are currently \$3 when ordered online

Welcome Center Contact:

E1-189

Office Phone: 323.780.6800

Email: welcomecenter@elac.edu