

## Accessing Unofficial Transcripts Online

Unofficial transcripts are available through our new system called *Self-Service*.

→ Here's the URL: <https://selfservice.gcccks.edu/Student>

Your credentials are outlined below:

- **User Name:**
  - firstname.lastname
  - For example, if your Name is 'John Doe', your **User Name** is:
    - john.doe
- **Password:**
  - The first initial of your first name (lowercase), the first initial of your last name (uppercase) and your birthdate (8 digits) in MMDDYYYY format
  - For example, if your Name is 'John Doe' and your Date of Birth is 'March 20, 1985', your **Password** is:
    - jD03201985

If you are unable to log in, please send an email to [password.reset@gcccks.edu](mailto:password.reset@gcccks.edu) and include the following information:

- Name
- Date of Birth
- Student ID Number (if known) OR Last 4 Digits of SSN
- Indicate you need access to your Unofficial Transcript

Once you have logged in:

- Select the Graduate Cap (Academics tab) on the left-hand menu
  - Select Unofficial Transcript

