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 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