



CVCC Online Quick Tips for Requesting Transcripts

Step 1

Go to the CVCC Website at <http://www.cvcc.vccs.edu>.

In the top right-hand corner, you'll see a key icon. Click on the **myCVCC** link beside it.



Step 2

The Login Screen will appear. If you don't know your Username and Password, you may look it up using the (Look up your Username) link or the (Password Help) link.



Step 3

A My Tools page will appear. Click on the link labeled **VCCS SIS 8.9: Student Information System**.



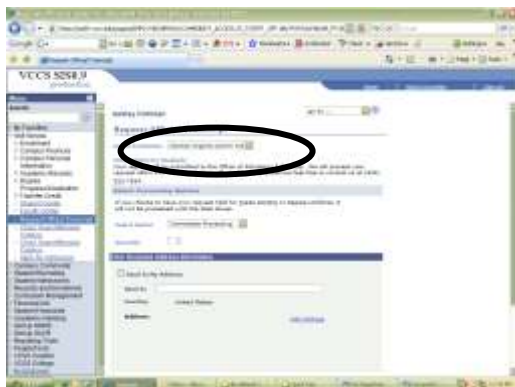
Step 4

Click **Request Official Transcript**.



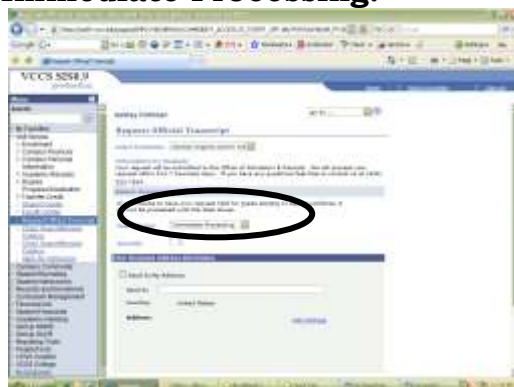
Step 5

Make sure **Central Virginia Community College** is selected next to Select Institution



Step 5

Indicate when you would like this transcript sent. If you need it sent as soon as possible, select **Immediate Processing**.



Step 7

If you want the transcript sent to your home address, check the **Send to my Address Box**, and skip to Step 9. If you want the transcript sent to another institution, company, or individual, go to Step 8.



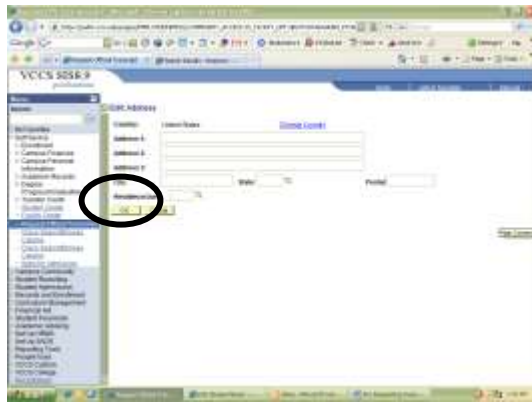
Step 8

In the Send To box, enter the name of the institution, company, or individual. Then click **Edit Address**.



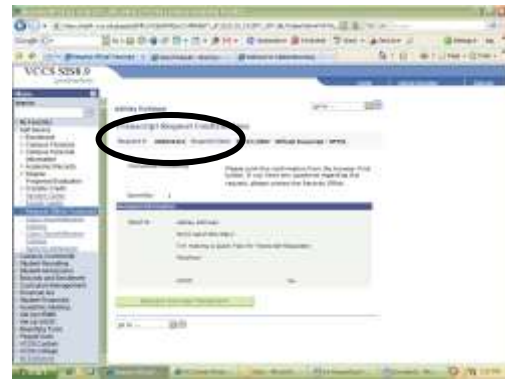
Step 9

Enter the address that the transcript needs to go to. When the address is complete and you've verified that it is correct, click **OK**.



Step 10

This is your confirmation page. Print it out or write down your Request ID# in case it needs to be referenced later. You may



If you have any questions about this process or about transcripts in general, contact the **Office of Admissions and Records** at (434)832-7633 Or (434)832-7634