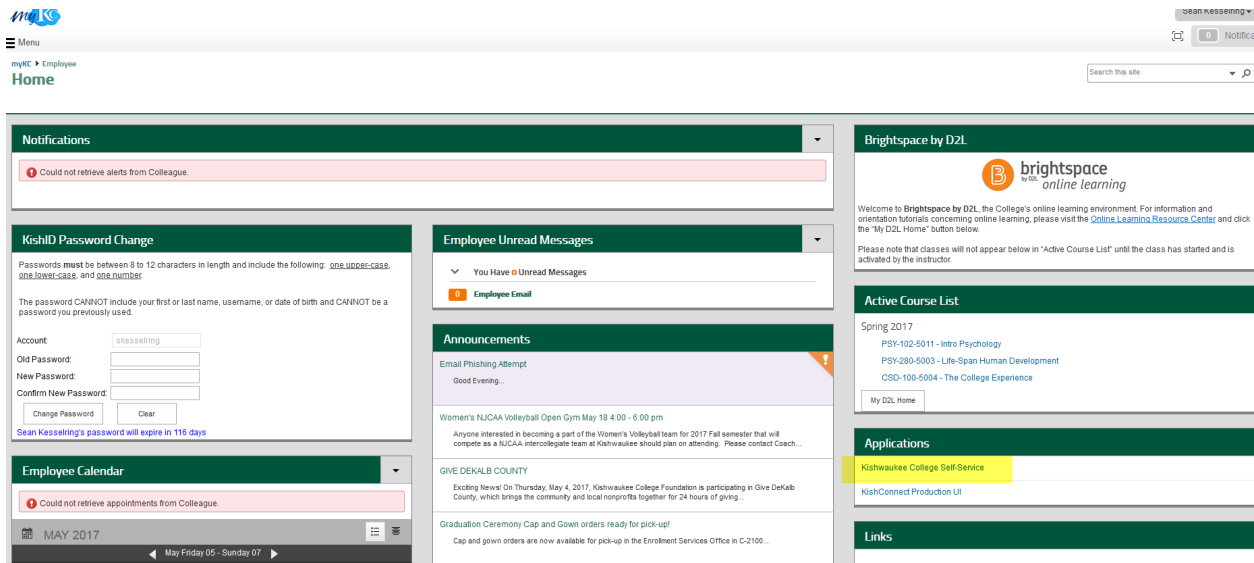


How to Print Unofficial Transcripts

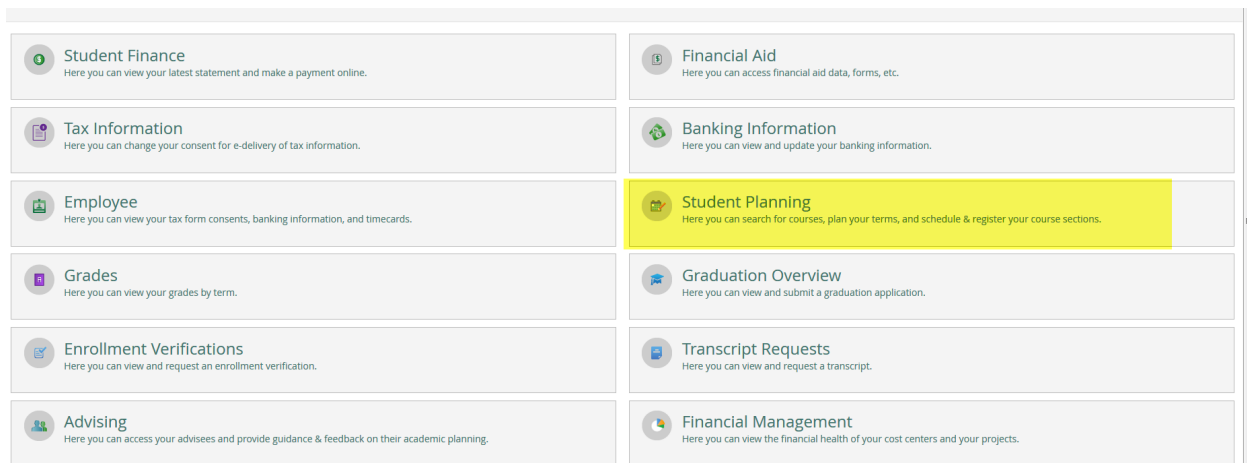
- 1) Login to your MyKC account at <https://www.kishwaukeecollege.edu/mykc>
- 2) Located in the right column under applications click on Kishwaukee College Self-Service



The screenshot shows the MyKC Employee Self-Service dashboard. The top navigation bar includes the MyKC logo, a menu icon, and the text 'myKC Employee Home'. A search bar is located in the top right corner. The main content area is divided into several sections:

- Notifications:** A message stating 'Could not retrieve alerts from Colleague.'
- KishID Password Change:** A form for changing a password, with a note that the password cannot include the user's first or last name, username, or date of birth.
- Employee Unread Messages:** A section showing 'You Have 0 Unread Messages' and 'Employee Email'.
- Announcements:** A section with various notices, including 'Email Phishing Attempt', 'Good Evening...', and 'Women's NJCAA Volleyball Open Gym May 18 4:00 - 6:00 pm'.
- Brightspace by D2L:** A section for the online learning environment, including a welcome message and a list of active courses for Spring 2017.
- Active Course List:** A list of courses for Spring 2017, including 'PSY-102-5011 - Intro Psychology', 'PSY-280-5003 - Life-Span Human Development', and 'CSD-100-5004 - The College Experience'.
- Applications:** A section with a highlighted 'Kishwaukee College Self-Service' link.
- Employee Calendar:** A calendar view for May 2017, showing 'May Friday 05 - Sunday 07'.

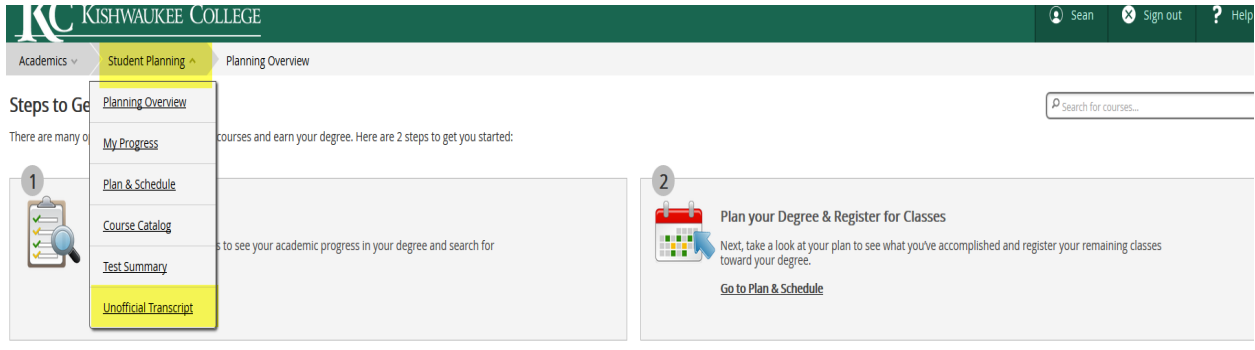
- 3) Click on Student Planning



The screenshot shows the 'Applications' menu in the MyKC Self-Service interface. The menu items are as follows:

- Student Finance:** Here you can view your latest statement and make a payment online.
- Tax Information:** Here you can change your consent for e-delivery of tax information.
- Employee:** Here you can view your tax form consents, banking information, and timecards.
- Grades:** Here you can view your grades by term.
- Enrollment Verifications:** Here you can view and request an enrollment verification.
- Advising:** Here you can access your advisees and provide guidance & feedback on their academic planning.
- Financial Aid:** Here you can access financial aid data, forms, etc.
- Banking Information:** Here you can view and update your banking information.
- Student Planning:** Here you can search for courses, plan your terms, and schedule & register your course sections. (This item is highlighted in yellow in the original image.)
- Graduation Overview:** Here you can view and submit a graduation application.
- Transcript Requests:** Here you can view and request a transcript.
- Financial Management:** Here you can view the financial health of your cost centers and your projects.

- 1) In order to print your Unofficial Transcript click on the **Student Planning** drop down menu.
- 2) Click **Unofficial Transcript**



- 3) Click on **Unofficial Transcript** to download the pdf

