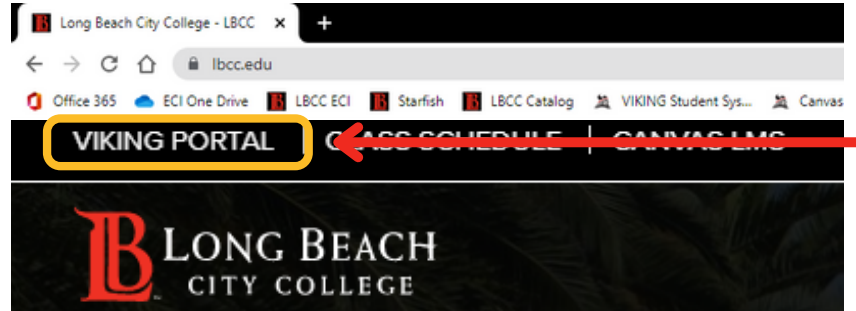


IF YOU REQUIRE OFFICIAL TRANSCRIPTS, PLEASE SKIP TO STEP 4.

STEP 1

- Visit www.lbcc.edu
- Click VIKING PORTAL
- Log into VIKING Portal

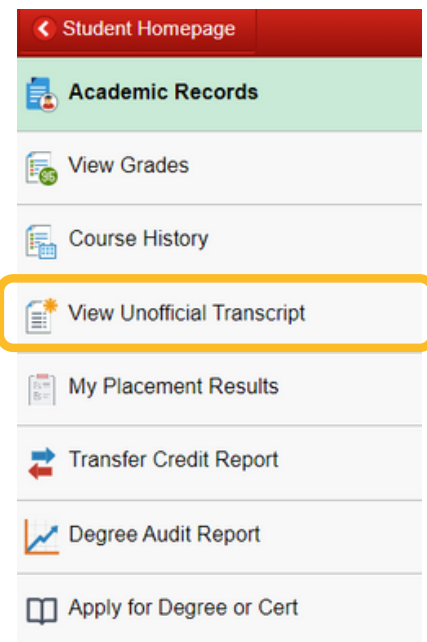


IF YOU NEED TO RESET YOUR PASSWORD, FOLLOW THE STEPS BELOW:

- Click New/Forgotten Password on the VIKING Portal
- A “one-time password” will be required.
- The system will use the email/phone number placed on the Admissions Application

STEP 2

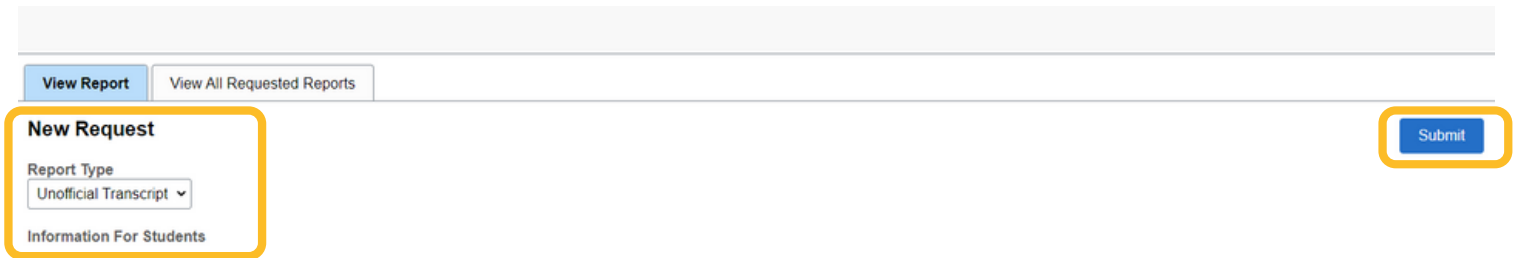
- Click **VIKING STUDENT SYSTEM**
- Click **ACADEMIC RECORDS**
- Click **VIEW UNOFFICIAL TRANSCRIPTS**



IF YOU REQUIRE OFFICIAL TRANSCRIPTS, PLEASE SKIP TO STEP 4.

STEP 3

- Click **UNOFFICIAL TRANSCRIPT** under Report Type
- Click **SUBMIT**
 - A pop up of your unofficial transcript will appear
 - **Make sure the internet pop blocker is disabled**



The screenshot shows a web interface for requesting transcripts. At the top, there are two tabs: 'View Report' (selected) and 'View All Requested Reports'. Below the tabs is a 'New Request' section. It contains a 'Report Type' dropdown menu with 'Unofficial Transcript' selected. Below the dropdown is a link for 'Information For Students'. To the right of the 'New Request' section is a blue 'Submit' button.

Submitting Transcripts

- Print out a copy of your unofficial transcript
- Submit the print out to your K-12 Counselor
- It is recommended to submit a copy of your transcript to your K-12 counselor, after each term.

Requesting Official Transcripts

- If you require official transcripts, you must request them online on the LBCC website <https://www.lbcc.edu/transcript-requests>
- If submitting to another institution, be sure to order a copy for yourself (just in case!)