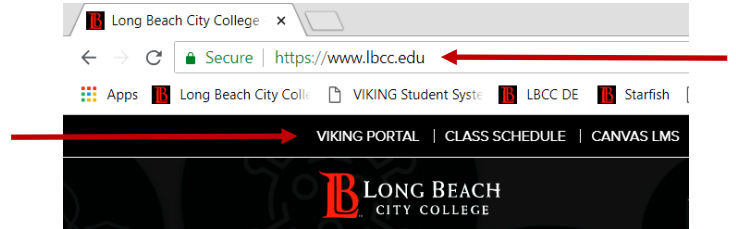


# Retrieving Transcripts

If you require **official** transcripts, please skip to Step 4.

## Step 1: Visit LBCC Website

- Visit [www.lbcc.edu](http://www.lbcc.edu)
- Click **VIKING PORTAL**
- Log into VIKING Portal

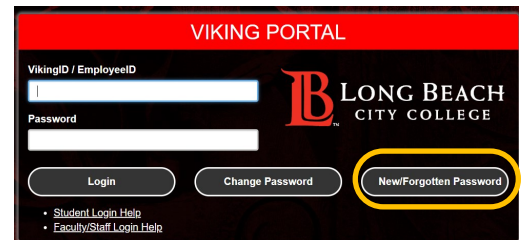


If you need to reset your password, follow the steps below:

- 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: Enter VIKING PORTAL

- Click **LOKI** tab
- Click **VIKING STUDENT SYSTEM**
- Click **ACADEMIC RECORDS**

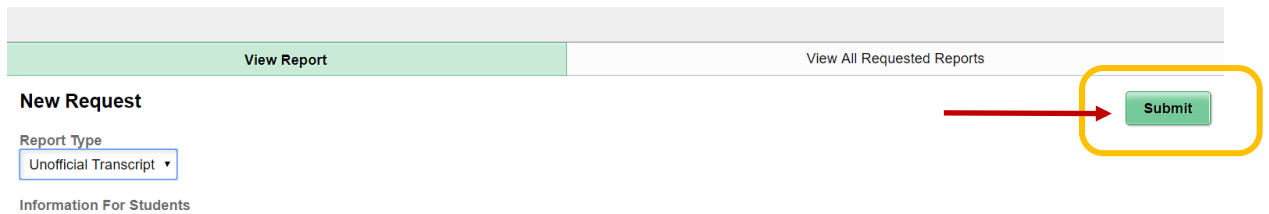
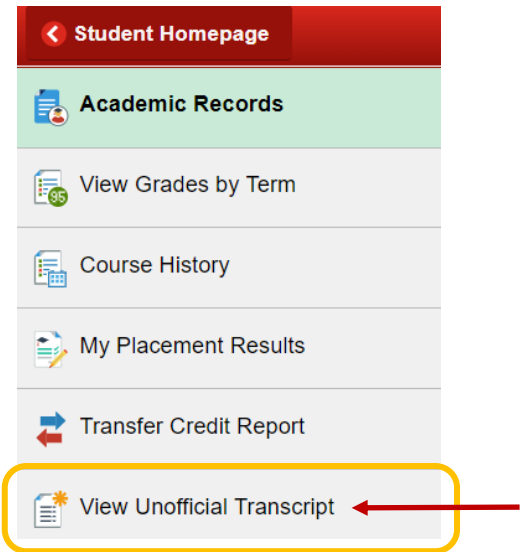


# Retrieving Transcripts

## Step 3: View Unofficial Transcript

- Click **VIEW UNOFFICIAL TRANSCRIPT**
- 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**)



## Step 4: Submitting Transcripts & Ordering Official Transcripts

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

If you require **official transcripts**, you can 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!**)