

Accessing Your LBCC Unofficial Transcript Student Tutorial

PRESENTED BY

THE STUDENT TECHNOLOGY HELP DESK (STHD)

WWW.LBCC.EDU/STHD

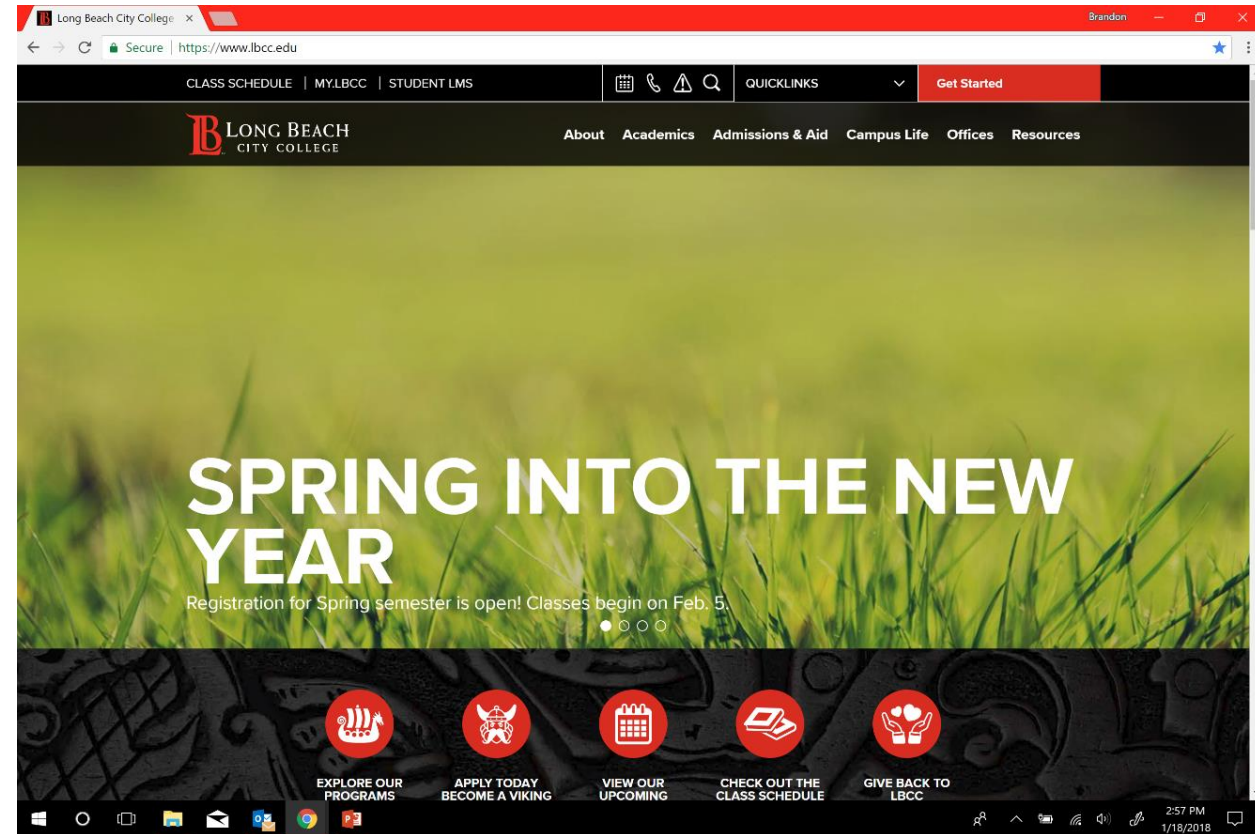


Student Technology Help Desk (STHD)

Navigate to the Student Viking Center



Open a web browser of your choice and navigate to <https://www.lbcc.edu/> or click the link provided.



Navigate to the Viking Center

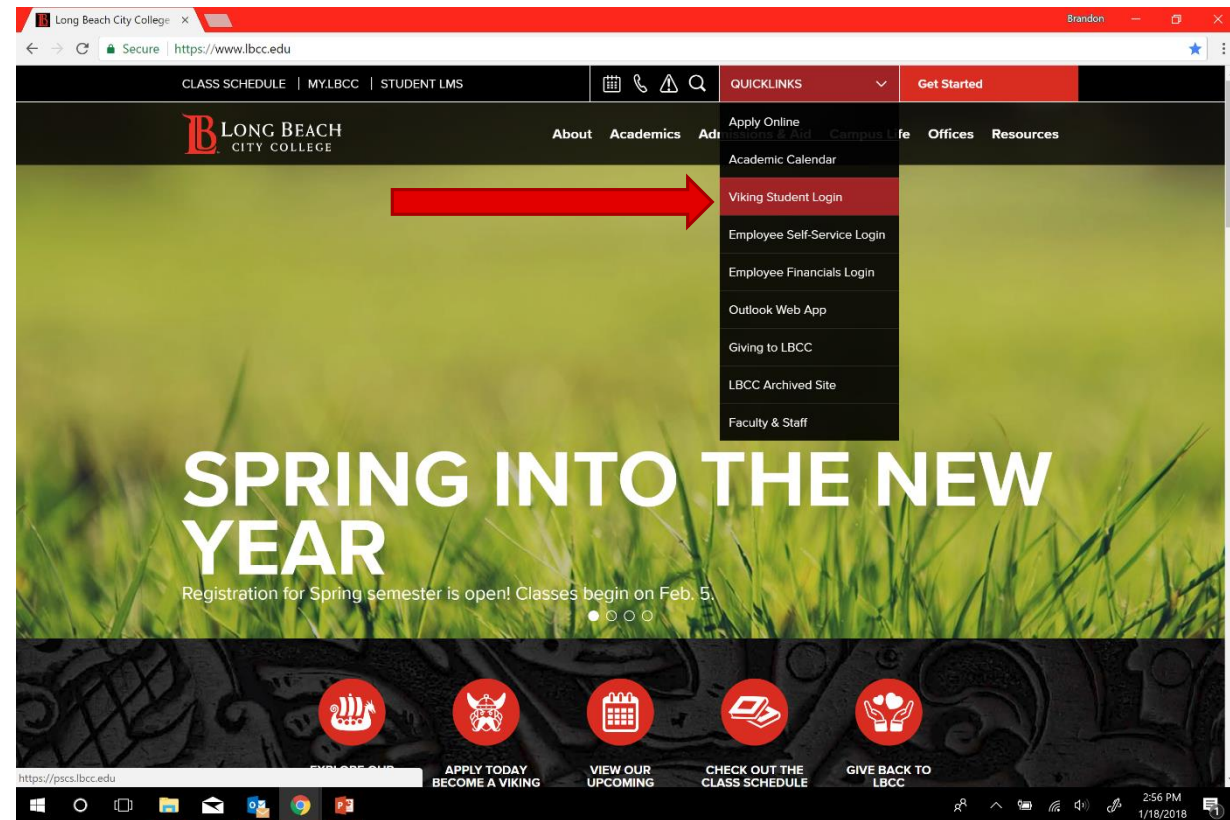


Student Technology Help Desk (STHD)

Click on the QUICKLINKS menu near the top right of window.

Once clicked a drop down menu will appear.

Select Viking Student Login.



Log In - Viking Student Center



Student Technology Help Desk (STHD)

Here you will log in with your Student Viking ID# and Password.

If you are unable to login for any reason, feel free to refer to our Viking Password help guide located at www.lbcc.edu/sthd. Or you can email/call us.



System is available from 6am to 2am daily.

Please enter your user id and password:

*Note: your Viking ID is your **User ID**. If you don't know your **Password**, click [here](#) to reset it. Please refer to the [Help Guides](#) for additional information.*

User ID:

Password:

By logging into this website, I agree to abide by the standards set in [Policy 6006](#) and [Administrative Regulation 6006](#) for the duration of my employment and/or enrollment.

Sign In

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Student Technology Help Desk (STHD)

Navigate to Unofficial Transcripts

Once signed in, you will be at the Student Center homepage.

Under the section labeled **Academics**

You may either click **My Academics**

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

OR

Select the menu **other academic...**
And choose **Transcript: View Unofficial**
Then click Go

View Unofficial Transcript Request



Student Technology Help Desk (STHD)

- Search
- Plan
- Enroll
- My Academics

View Unofficial Transcript

Choose an institution and report type and press View Report

****this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place****

1. Academic Institution: Long Beach City College

2. Report Type: Unofficial Transcript

3. view report

Information For Student: Unofficial Transcript

Process Request

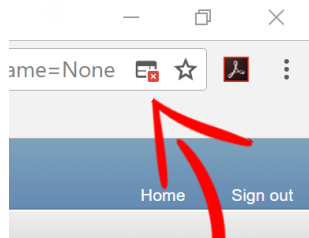
1. Under Report Type
2. Select Unofficial Transcripts
3. And then click on View Report

Enable Pop-Ups



Student Technology Help Desk (STHD)

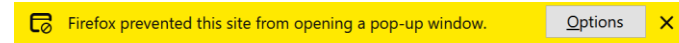
Chrome



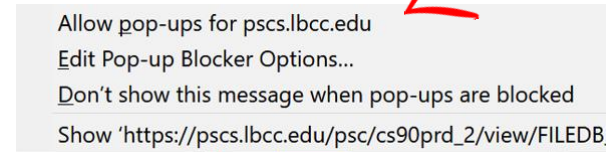
Pop-up blocker will appear at the end of the **URL** address. Click on this icon, make sure **allow pop-ups from <https://pscs.lbcc.edu>** is selected and then click **Done**.



Firefox



Pop-up blocker will appear at the top of the screen. Click on **Options** and then select **Allow pop-ups for pscs.lbcc.edu**.



Internet Explorer

Pop-up blocker will appear at the bottom of the screen. Simply select **Allow Once**.





Student Technology Help Desk (STHD)

View Your Unofficial Transcript

Once pop-ups are disabled
you will be able to view your
Unofficial Transcript!



Long Beach City College
4901 East Carson Street
Long Beach, CA 90808

Unofficial Transcript
Name: _____
Student ID: _____
Birthdate: _____

Academic Program History

Beginning of Undergraduate Record

Course	Description	2017 Summer	Attempted	Earned	Grade	Points
F_N 20	Nutrition and Life		3.00	3.00	A	12.00
Term GPA: 4.000		Term Totals:	3.00	3.00		12.00
Cum GPA: 4.000		Cum Totals:	3.00	3.00		12.00
Undergraduate Career Totals		Cum Totals:	3.00	3.00		12.00
Cum GPA: 4.000						

End of Unofficial Transcript

***Note:**

Students who owe fees to LBCC have a **hold on their account** will **not** be able to access their Unofficial Transcripts.

Please contact **Admissions & Records** for assistance with holds, or any other admissions/transcripts questions.

A/R: (562)938-4485

LAC A 1075

PCC GG 102

<https://www.lbcc.edu/transcript-requests>