Accessing Your LBCC Unofficial Transcript Student Tutorial

PRESENTED BY THE STUDENT TECHNOLOGY HELP DESK (STHD)

WWW.LBCC.EDU/STHD

Student Technology Help Desk (STHD)

LONG BEACH



Student Technology Help Desk (STHD)

Navigate to the Student Viking Center

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





Navigate to the Viking Center

Student Technology Help Desk (STHD)

Click on the <u>QUICKLINKS</u> menu near the top right of window.

Once clicked a drop down menu will appear.

Select Viking Student Login.





Log In - Viking Student Center

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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 <u>www.lbcc.edu/sthd</u>. Or you can email/call us.



Viking Student System

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 Help Guides for additional information.	t know your Password , click here to reset it. Please refer to the
User ID:	
Password:	
By logging into this website, I agree to abide by th for the duration of	e standards set in Policy 6006 and Administrative Regulation 6006 my employment and/or enrollment. Sign In
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Navigate to Unofficial Transcripts

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

ORACLE Favorites Main Menu	Under the section labeled Academics	Search Plan
Important Dates Refund Deadlines: Winter 5 Weeks: 01/03/2018 4 Weeks: Extension 5 Wks:	You may either click My Academics	Enroll My Academics other academic
Student Self Service	OR	Enrollment: Swap
✓ Academics Search Search<	Select the menu other academic And choose Transcript: View Unofficial Then click Go	Grades Transcript: View Unofficial other academic other academic Go

View Unofficial Transcript Request

Search Plan Enroll **My Academics View Unofficial Transcript** Choose an institution and report type and press View Report 1. Under Report Type **this process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place** 2. Select Unofficial Transcripts **Academic Institution** Long Beach City College ▼ **1.** Report Type 3. And then click on View Report 3. Unofficial Transcript ▼ view report Process Request Information For Stude Unofficial Transcript

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CITY COLLEGE

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Enable Pop-Ups

Chrome



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

The following pop-ups were blocked on this page:

https://pscs.lbcc.edu/psc/cs90prd_2/view...e7-aa02-f51e179b6308/tmpdb/SSR_TSRPT.pdf

Done

Always allow pop-ups from https://pscs.lbcc.edu

Continue blocking pop-ups

Manage

<u>Firefox</u>

Firefox prevented this site from opening a pop-up window. Options

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

Allow pop-ups for pscs.lbcc.edu Edit Pop-up Blocker Options... Don't show this message when pop-ups are blocked Show 'https://pscs.lbcc.edu/psc/cs90prd_2/view/FILEDB

Internet Explorer

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

Internet Explorer blocked a pop-up from pscs.lbcc.edu.

Allow once Options for this site 🔻



View Your Unofficial Transcript

Student Technology Help Desk (STHD)

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



Long Beach C	ty Colle	ge							
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						Stu	dent ID:		
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			Aca	demic Program H	istory				
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				2017 Summer					
Course	20		Description		Attempted 3.00	Earned	Grade	Points	
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0	m GPA	4.000		Cum Totals:	3.00	3.00		12.00	
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*Note:

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

Please contact **The Cashier's Office** for assistance with <u>holds</u>:

LAC A 1081 - (562) 938-4010 PCC GG 101 - (562) 938-3906

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