Accessing Your LBCC Unofficial Transcript

Student Tutorial

PRESENTED BY

THE STUDENT TECHNOLOGY HELP DESK (STHD)

WWW.LBCC.EDU/STHD
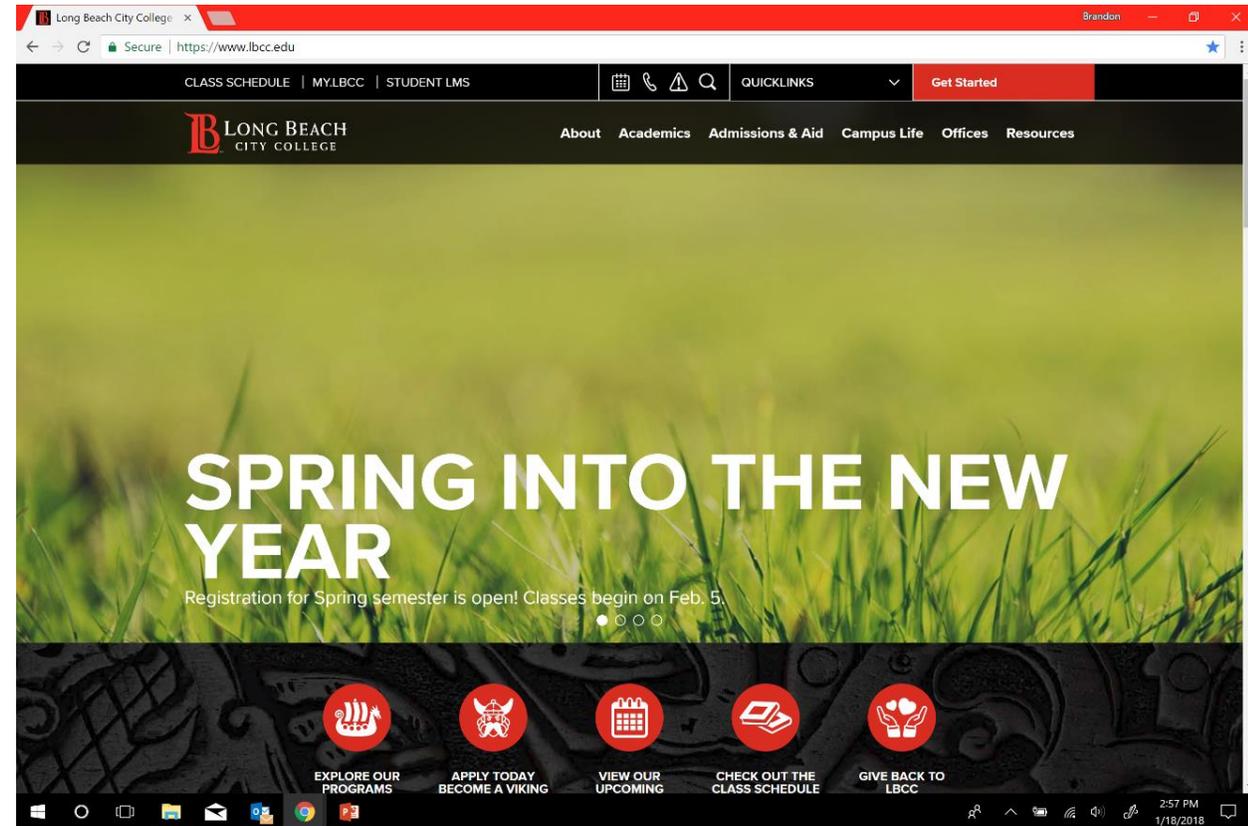
LONG BEACH
CITY COLLEGE

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.
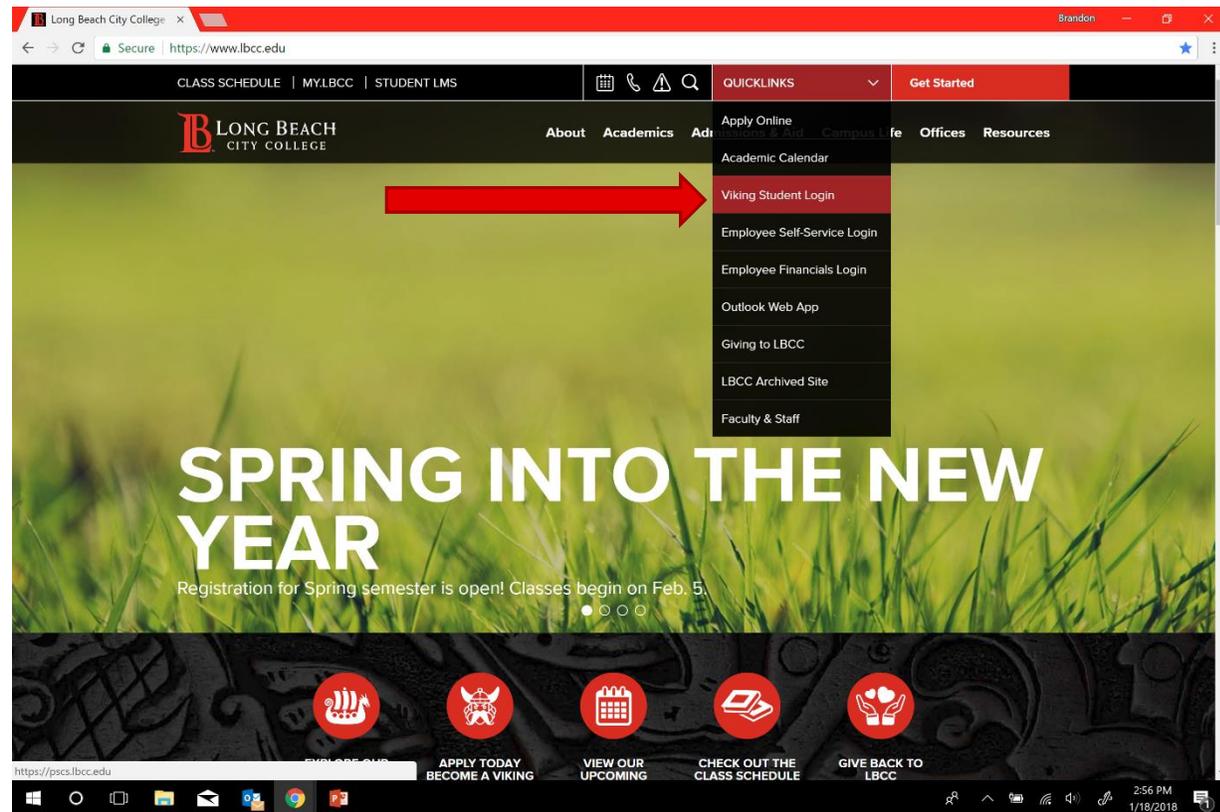
Navigate to the Viking Center

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

Once clicked a drop down menu will appear.

Select <u>Viking Student Login</u>.

Log In - Viking Student Center

LONG BEACH CITY COLLEGE

Viking Student System

System is available from 6am to 2am daily.

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.

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

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

OR

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

View Unofficial Transcript Request

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**

Academic Institution | Long Beach City College ▼

1. **Report Type** **2.** | Unofficial Transcript ▼ **3.** view report

Process Request

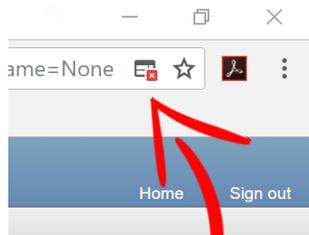**Information For Stude**

Unofficial Transcript

1. Under Report Type

2. Select Unofficial Transcripts

3. And then click on View Report

Enable Pop-Ups

Student Technology Help Desk (STHD)
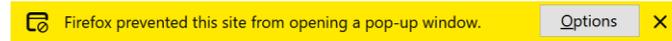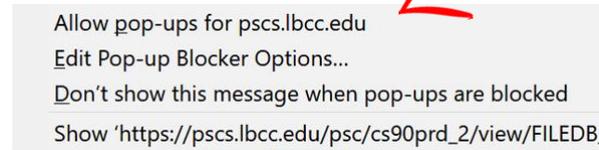
Chrome

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**.

The following pop-ups were blocked on this page:

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

⦿ Always allow pop-ups from https://pscs.lbcc.edu
○ Continue blocking pop-ups

Manage   Done

Firefox

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

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

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

2017 Summer

Course		Description	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 GPA: 4.000	Cum Totals: 3.00	3.00		12.00

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 **The Cashier's Office** for assistance with holds:

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

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