

# How to Obtain Your Unofficial Transcript

1. Go to <https://www.alextech.edu>
2. Click on MyATC in the upper right hand navigation bar



3. Log in using you Star ID and Password

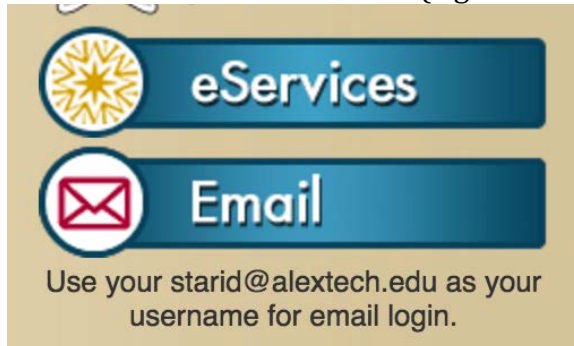
**Please log in**

Star Id:  \*

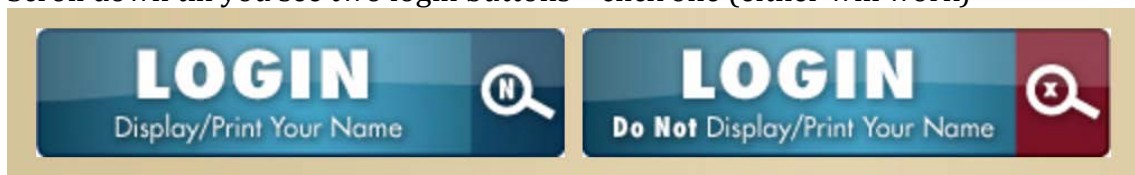
Password:  \*

Remember Me

4. Click on the e-Services button (right side of the screen)



5. Scroll down till you see two login buttons – click one (either will work)



6. Click on the Grades and Transcripts link (left side of the screen)

Student e-services
Dashboard
Home
Account Management
Courses & Registration
Grades and Transcripts
Financial Aid
Bills and Payment
Student Employment
Contact Us

7. Then click on "Academic Record" which will appear under Grades and Transcripts

Grades and Transcripts
Check Grades
Academic Record
Interactive Degree
Audit Report

8. Leave as chronological order, then click the "Get Academic Record" button

**Sort by:**

- Chronological  
 Subject  
 General Education

Get Academic Record

9. Your cumulative GPA is in the lower right-hand corner

Career Undergrad Summary - Semester Hours

Local: Att:	75.00	Earn:	61.00	GPA Crs:	61.00	GPA Pts:	183.00	GPA:	3.00
Total: Att:	75.00	Earn:	61.00	GPA Crs:	61.00	GPA Pts:	183.00	GPA:	3.00

10. You may print this out and use this document as your unofficial transcript.

\*\*\*IMPORTANT: If this is your first semester at ATCC and you have previously attended another MnSCU college, click on the Dashboard to see a list of the other schools you attended. Click on your most recent college and follow the same directions to obtain an "unofficial" transcript of that college.