



How to submit your transcript request electronically to other colleges

1. Log in to your MyLSCPA account.
2. Select your My Services card.
3. Click the 4 dots to the top right next to LSCPA logo.
4. Click Banner, then Student link.
5. Click the Academic Transcript link.
6. Click the down arrow under Transcript Level, select Undergraduate.
7. Select "Request Printed Transcript"
8. Select the College Code link to look up the college and click the selected College information to Data Entry Form button
 - a. If you want your transcript sent to an Employer or to yourself, skip this step.
9. Select the Transcript type: Official Transcript
10. Under Course Levels select Undergraduate
11. Verify College Name and Address and make updates if needed and click Continue.
 - a. If you are
12. Enter the number of copies you want sent
13. Select (Yes) for Official transcript only
14. Print Transcript: Choose one of the options available
15. If there is a Send Electronically Option available, Select Yes
 - a. If the option is missing we can not send it electronically. A hardcopy will be sent.
16. Delivery Method: Select Pickup or Mail option and select Continue
17. The summary of your request will appear, if everything is correct, click Submit Request.

HOW TO PRINT OR SAVE AN UNOFFICIAL TRANSCRIPT

**If you would like to print an unofficial copy of your transcript, Select Transcript Level: Undergraduate and Transcript Type: Unofficial Transcript and Click Submit. Right Click and Select Print.*

**You may also download or print a copy of your unofficial transcript through your Degree Works card.*



How to submit your transcript request to pick up or mail to yourself, businesses, and employers

1. Log in to your MyLSCPA account.
2. Select your My Services card.
3. Click the 4 dots to the top right next to LSCPA logo.
4. Click Banner, then Student link.
5. Click the Academic Transcript link.
6. Click the down arrow under Transcript Level, select Undergraduate.
7. Select "Request Printed Transcript"
8. Select dropdown arrow next to "One of Your Addresses" and select your mailing address on file if your transcript is being issued to yourself.
 - a. If your transcript is going to someone else, skip this step.
9. Skip Internal College.
10. Issue to: Type in the name/business receiving your transcript and click Continue.
11. Select the Transcript type: Official Transcript
12. Under Course Levels select Undergraduate
13. Enter the address to where you want your transcript mailed.
 - a. Do not enter phone numbers.
 - b. If your transcript is being picked up, do not enter an address.
14. Enter the number of copies you want sent
15. Select (Yes) for Official transcript only
16. Print Transcript: Choose one of the options available
17. If there is a Send Electronically Option available, Select Yes
 - a. If the option is missing we can not send it electronically. A hardcopy will be sent.
18. Delivery Method: Select Pickup or Mail option and select Continue
19. The summary of your request will appear, if everything is correct, click Submit Request.

HOW TO PRINT OR SAVE AN UNOFFICIAL TRANSCRIPT

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