
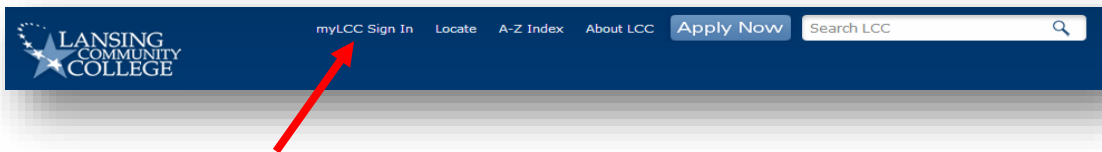
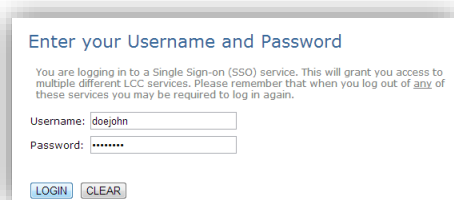


Attaching your Unofficial LCC Transcript to a Scholarship Application:

1.  Type www.lcc.edu into a Google Chrome internet browser, and click “myLCC Sign In” at the top of the page.



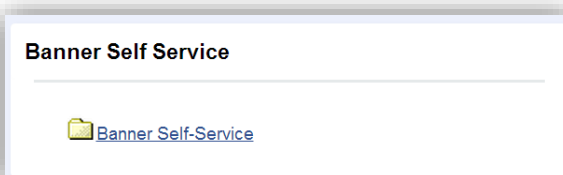
2. Enter your username (TUID) and password, and click “*LOGIN*”.



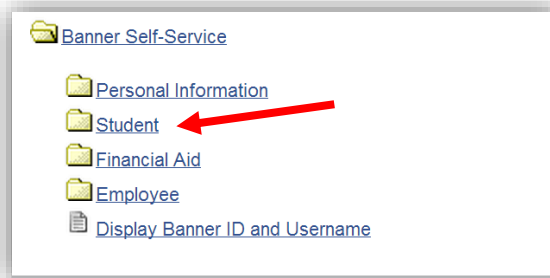
3. Once logged into MyLCC, click on the “*School*” tab, located on the left side of the screen.



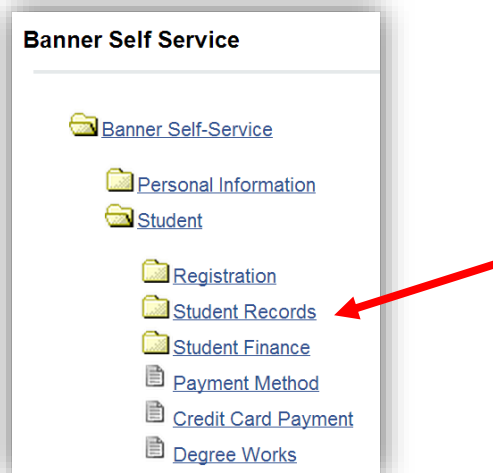
4. Click on “*Banner Self Service*”, located on the bottom-left of the screen.



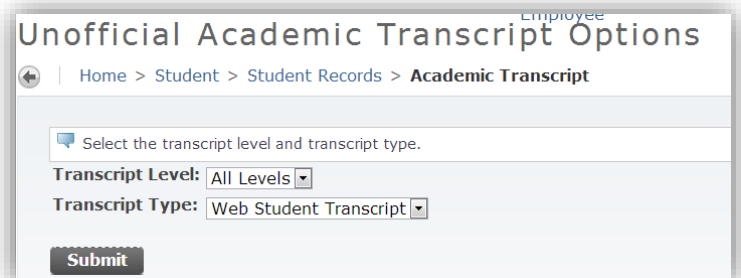
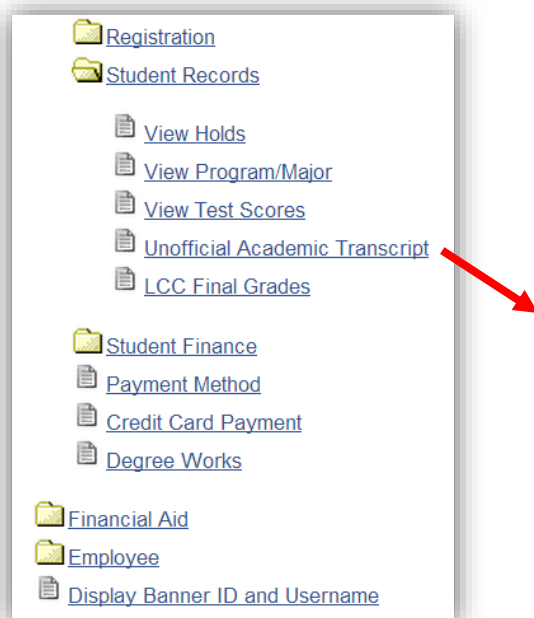
5. Click on “*Student*”, located below the “*Banner Self-Service*” folder.



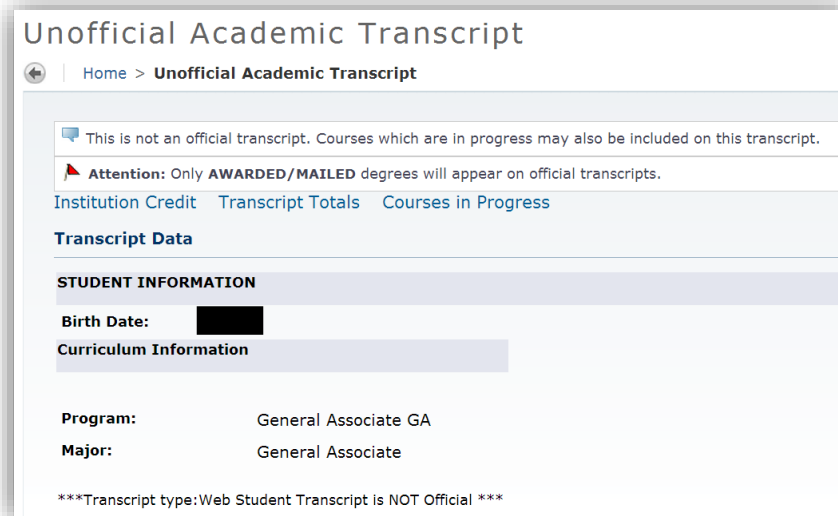
6. Click on “*Student Records*”.



7. Click on “*Unofficial Academic Transcript*”, and click *Submit*.



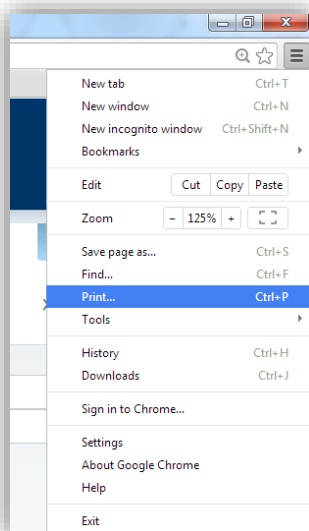
8. After clicking Submit, you will get to your Unofficial Academic Transcript, which will look something like this:



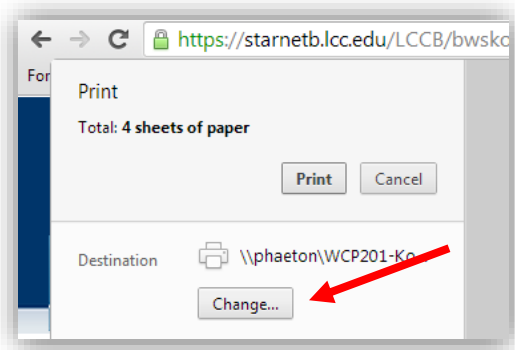
9. Go to the Google Chrome "options" button on the very top left of your screen. The button is three horizontal lines and is directly to the right of the star on the search bar.



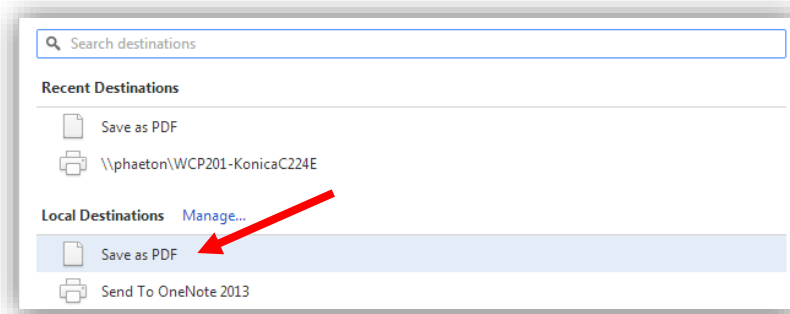
10. Click "print" button.



11. At the print preview screen, click on “*change...*” located below the “*print*” and “*cancel*” buttons.



12. Under Local Destinations, Click on “*Save as PDF*”.



13. What was once a “*print*” button will now be a “*save*” button.
Click said button to save your **PDF Unofficial Transcript** into a file to then load into your scholarship application.

