

Step by Step Guide

Viewing Your Grade

Viewing Unofficial Transcripts

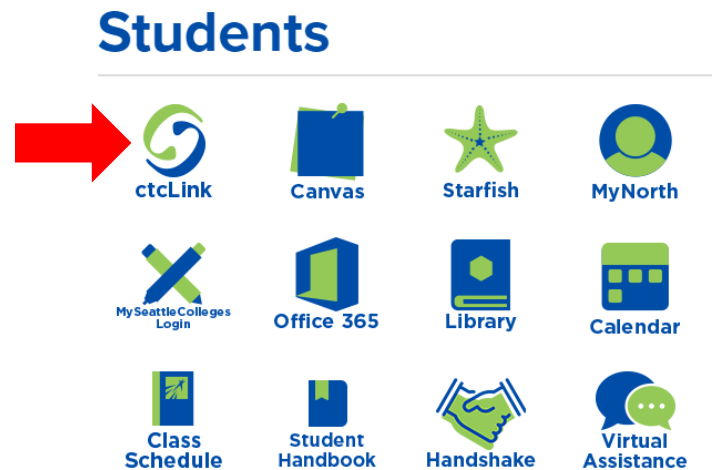
Step 1

Go to the North Seattle College website at northseattle.edu. Click on *Students* at the top of the page.



Step 2

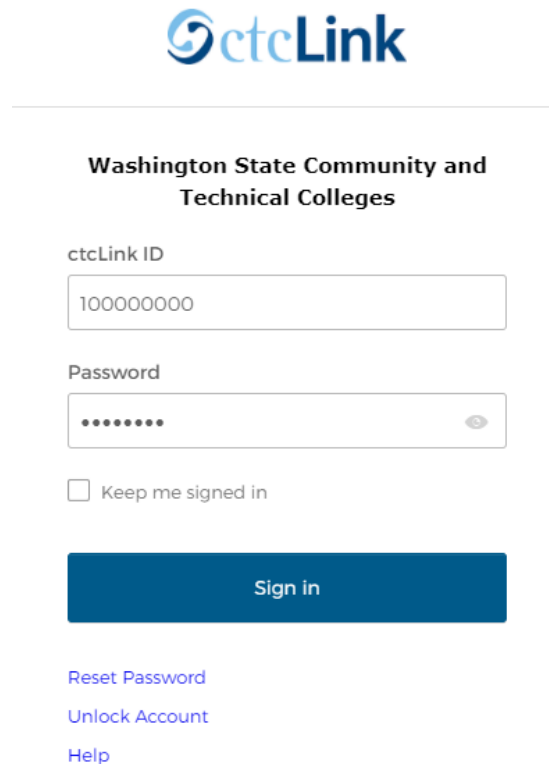
Click on the ctcLink icon.



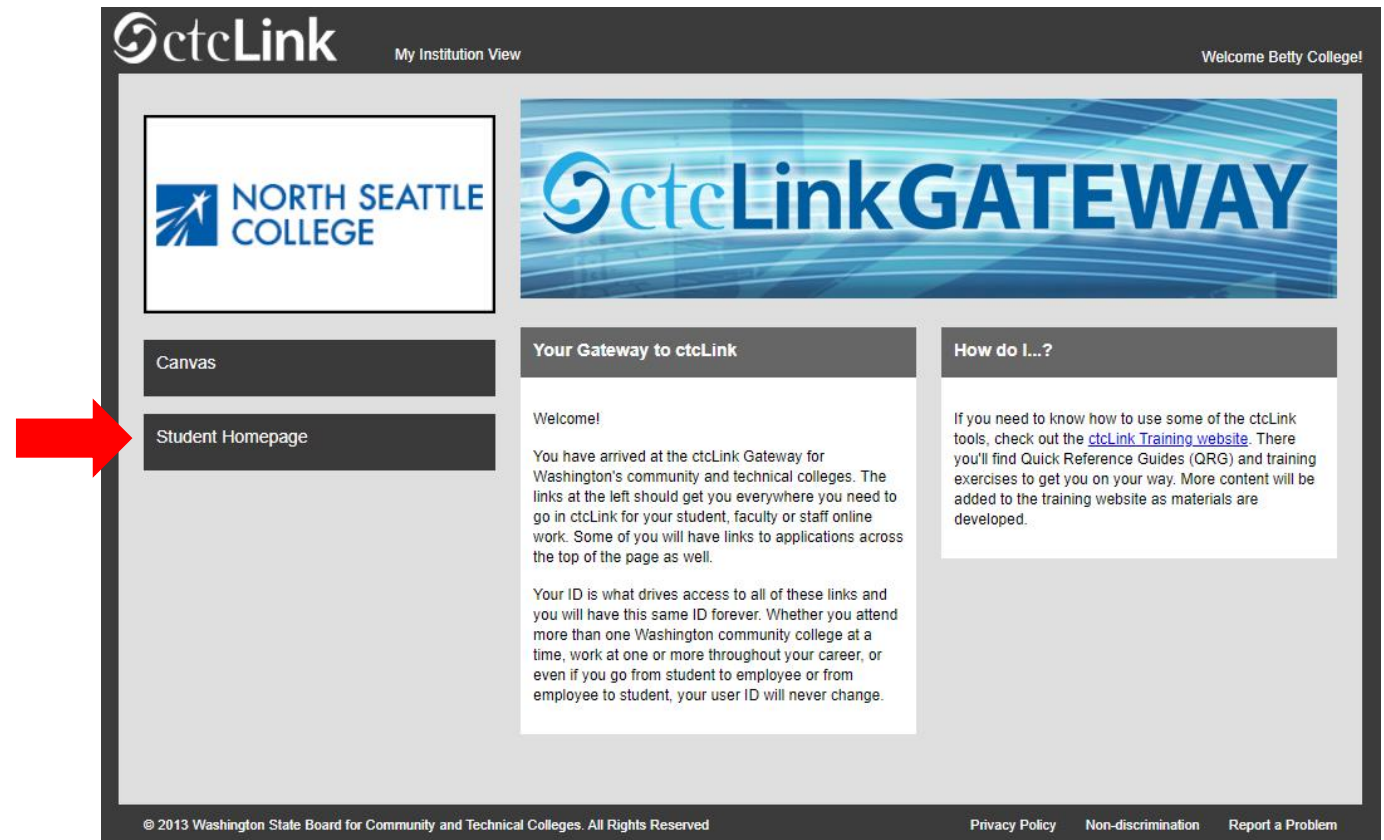
Step 3 & 4

Enter your 9-digit ctcLink account number and password.

Then click on *Student Homepage*.

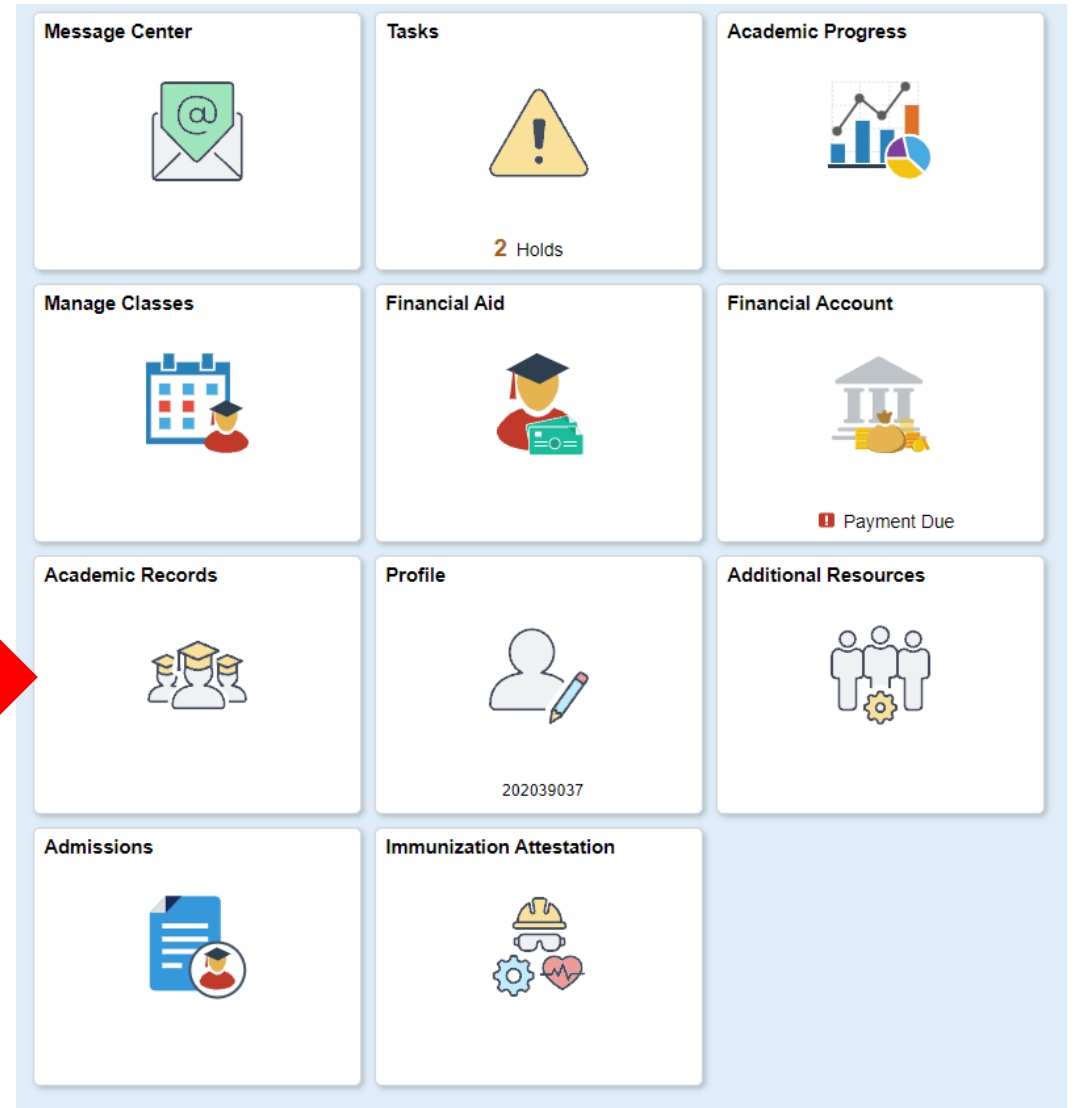


The login form features the ctcLink logo at the top. Below it, the text "Washington State Community and Technical Colleges" is centered. The form includes a "ctcLink ID" field with the value "100000000", a "Password" field with masked characters and a visibility toggle, a "Keep me signed in" checkbox, and a "Sign in" button. At the bottom, there are links for "Reset Password", "Unlock Account", and "Help".



The dashboard shows the "ctcLink" logo and "My Institution View" for North Seattle College. A red arrow points to the "Student Homepage" link in the left sidebar. The main content area includes a "Your Gateway to ctcLink" section with a welcome message and a "How do I...?" section with training resources. The footer contains copyright information and links for "Privacy Policy", "Non-discrimination", and "Report a Problem".

Step 5 – On this screen, click on *Academic Records*










The screenshot displays a grid of dashboard tiles. A red arrow points to the 'Academic Records' tile, which is located in the third row, first column. The tiles are arranged as follows:

- Message Center**: Icon of an envelope with an @ symbol.
- Tasks**: Icon of a warning triangle with an exclamation mark. Below the icon, it says "2 Holds".
- Academic Progress**: Icon of a bar chart and a pie chart.
- Manage Classes**: Icon of a calendar with a graduation cap.
- Financial Aid**: Icon of a graduation cap and a document with a dollar sign.
- Financial Account**: Icon of a classical building with columns and a stack of coins. Below the icon, it says "Payment Due".
- Academic Records**: Icon of three graduation caps. A red arrow points to this tile.
- Profile**: Icon of a person silhouette and a pencil. Below the icon, it says "202039037".
- Additional Resources**: Icon of three people silhouettes and a gear.
- Admissions**: Icon of a document and a graduation cap.
- Immunization Attestation**: Icon of a hard hat, safety glasses, a gear, and a heart with a pulse line.

Step 6

Your class and grade should already be showing in the Course History (grades are shown in a decimal after the term). If you have taken multiple classes and want to see them listed by quarter, you can click on the *View Grades* button on the left side of the page. To view an unofficial transcript, click on *View Unofficial Transcript*

< ctcLink Student Homepage
Course History

-  **Course History**
-  View Grades
-  **View Unofficial Transcript**
-  View Transfer Credit Report
-  Evaluate Transfer Credit
-  View My Milestones
-  My Program

Course History

Class	Description	Term	Grade
ENGL& 111	Intro to Literature	WINTER 2024	
SPAN& 121	Spanish I	FALL 2023	2.5
MATH& 151	Calculus I	FALL 2022	2.0
HUM 105	Intercultural Comm	SUMMER 2021	4.0

Step 7 – Click on the *Submit* button on the right side of the page.

View Report

View All Requested Reports

New Request

Report Type

Unofficial Transcript ▾

Information For Students



Submit




To view reports, your device should allow popups and have a PDF viewer.

Step 8 – Click the box next to the date you made your request and click on *View Report*. This will open a .pdf document of your unofficial transcript. A transcript is generated as a .pdf that you can download and print.

[View Report](#)[View All Requested Reports](#)

Previous Requests

[View Report](#)

	Request Date 	Request Number 	Description 
<input checked="" type="checkbox"/>	01/10/2024	3101781	Unofficial Transcript
<input type="checkbox"/>	01/10/2024	3101629	Unofficial Transcript
<input type="checkbox"/>	11/04/2022	2017522	Unofficial Transcript
<input type="checkbox"/>	08/16/2022	1838118	Unofficial Transcript
<input type="checkbox"/>	07/27/2021	1120193	Unofficial Transcript
<input type="checkbox"/>	04/05/2021	976158	Unofficial Transcript