Once you’ve entered your Web-Gate → Students → Student Records → Request Official Transcript or Visit WCCCD website to complete the transcript order form beginning with your personal information.

1. Select the “Order Transcripts” option.
2. Enter the required information, such as Your Name, Date of Birth, and WCCCD ID.

You are allowed requestors to enter either your WCCCD student ID or Social Security number — for identification purposes — you MUST enter one or the other. If you do not enter either your WCCCD student ID or Social Security number, the “Continue” button will not be green.

If you no longer recall your student ID and it is required, you will need to Student Services Office for assistance.

a) If your personal information was unable to be found by your school, you can select “Yes” to edit your personal information. If the information is correct, you can select “No” to continue or “Cancel Order” to terminate the ordering process.

b) If your personal information was able to be found but you have a transcript hold on your record, it will be displayed on the screen with information on how to clear it.

c) You cannot proceed with your order because of holds, select “Cancel Order.”
3. Fill in all of the required fields on the personal information page (any field not listed as “Optional”).

4. Select the appropriate type of recipient and enter or select the recipient information. Select “Continue” to enter the delivery and processing information.

5. Enter the contact information for the school or institution.
6. **Choose a delivery method** (mail, or electronic).

Delivery methods vary by college. Once you select the delivery method, College’s specific terms and conditions for the delivery option will be displayed.

**WCCCDs allows you to upload up to three documents to be included with your transcript order.**

**Mail Transcript** some recipient addresses for mail orders within the United States are validated against the United States Postal Services Change of Address database. If the recipient address is validated and is incorrect, the system may provide a suggested address, formatted to the United States Postal Service standards, or display a message that the entered address is invalid.

   a) If the address is returned as not found in the United States Postal Service database, the system will display a possible reason. You can edit the address, or in some cases, move forward with the invalid address.
b) If you opt to move forward with an invalid address, please confirm it is accurate with the recipient before continuing. You will be required to read and answer "Yes" to the acknowledgement statement that states your order may not be deliverable. You can then move forward with the order or correct the address.

c) When you select “Continue,” the order details will be displayed on the Checkout screen in the Pending Order Details section.

7. Select “Add Recipient” to enter multiple recipients or “Checkout” to continue.
8. Sign the Consent Form \textit{(required to release your transcript)} and enter the payment information.
9. Review the order and make any necessary changes.
10. When you are done reviewing your order, select “Checkout” to complete your request. You will not be able to return to the form to add, edit, or delete recipient(s) information after this point.
11. Submit the order.
12. Receive a confirmation email with details about the order.