

Online Transcripts

In order to request a transcript online you must know your student ID number. If you do not know your student ID number, you can request that a transcript be sent to your home by completing a transcript request form. Your student ID number will be on your transcript. Once you have your student ID, all subsequent requests can be made online.

If you know your student ID and would like to request an official copy of your transcript be mailed to you or to a destination of your choice, please return to our [Homepage](#) and follow these steps.

1. Click on **Webgate**
2. Click on **Enter Webgate**
3. Enter your student **ID#** and **PIN#**
4. Click where it says **Student and Financial Aid**
5. Click where it says **Student Records**
6. Click where it says **Request Printed Transcript**
7. Click where it says **External School Code** (*If the transcript is going to a school*). Otherwise use **Your Address** section and type in your current address.
8. Select **OFFICIAL** where it says **Transcript Type***
9. Select **Transcript Request Options** and enter the number of copies you would like printed and whether or not you would like the request printed now or after current semester grades and /or [after](#) your degree has been awarded.
10. Select **Standard** where it says **Delivery Method**
11. Click **Submit**. Your transcript will then be printed and mailed shortly thereafter unless you have indicated otherwise.

Follow these steps to view/print your unofficial transcript online

1. Click on **Webgate**
2. Click on **Enter Webgate**

3. Enter your student **ID#** and **PIN#**
4. Click where it says **Student and Financial Aid**
5. Click where it says **Student Records**
6. Click where it says **Academic Records**
7. Click where it says **View Holds, Grades...**
8. Select **Undergraduate** where it says **Transcript Level**
9. Click **Submit**. You should then be able to see all of your course work.

If you have any **technical issues**, please call the Help Desk for further assistance at (313)496-2666.

For questions regarding transcript requesting contact the District Records Office at (313) 496-2891 or email your inquiry to mlightf2@wccd.edu.