Viewing Unofficial Transcript on my.btech.edu

- 1. Log onto the <u>my.btech.edu</u> college portal. The user name is your 5-digit student ID.
 - a. If you do not know your password, enter your student ID and select "I forgot my password." Follow the prompts from there. Please note that the email address entered must be the email address on file with the college.

← → C 😫 my.btech.edu//CS/			* 호··· 또 🚳	
🌔 my.btech.edu	1 Username	* Password	Login	
Home Help Admissions Continuing Education Learn More		Torgot my password		

- 2. Click the "Students" tab on the red ribbon.
- 3. Click "Documents and Forms" on the left-hand side of the screen.
- 4. Click "View Unofficial Transcript."

Home Help Admissions Cont	inuing Education Learn More Students		
You are here: <u>Students</u> > <u>Documents and Forms</u>			
Students	<u>Documents and Forms</u>		
Home			
Register for Program Courses	Unofficial Transcript ??		
Register for Phlebotomy	Select a Division from the dropdown for which to view the unofficial transcript.		
egister for Real Estate Division: Certificate Seeker 🗸			
Register for Emergency Medical Technician			
Register for Nursing Assistant			
Register for Classes	<u>Official Transcript Request</u>		
Payments and Student Accounts	Request an official transcript by completing the <u>Transcript/Certificate Request Form</u> . Unofficial transcripts can be		
Documents and Forms	obtained above.		
Student Reports	Conductor		
Quick Links	Graduation		

5. To view a PDF of your Unofficial Transcript, click "Unofficial Transcript" underneath the list of completed classes.

Unofficial Transcript 📆	sci					
MACH 1501 01 LC Mill Ops 1	A-	-	4.00	4.00	4.00	14.68
MACH 1401 01 LC Lathe Ops I	B+	-	4.00	4.00	4.00	13.32
MACH 1303 01 LC Basic Blueprint	В	-	1.50	1.50	1.50	4.50
MACH 1244 01 LC Math for Mach	B-	-	1.50	1.50	1.50	4.01

** Please note that online transcripts will only show completed Certificate Seeking or Continuing Education classes from 2014 until current. High School classes will not show transcripts. If you attended before 2014 please request your full Unofficial Transcript <u>here</u>. If you feel that there is an error with your transcript, please come in or call Student Services at 435-213-1895. **