

# How to get your Transcripts

## Official Transcripts

Request official transcripts 24/7 through your EaglesEye account. If you no longer have access to EaglesEye, you can request official transcripts online through the National Student Clearinghouse at [www.getmytranscript.com](http://www.getmytranscript.com).

- You can place as many orders as you like in one session using any major credit card.
- Each official transcript is \$5. Your card will only be charged after your order has been completed.
- Order updates will be texted and/or e-mailed to you. You can also track your order online using your email address and order number.
- Your signed consent may be required to fulfill your transcript order. For your convenience, a consent form will be generated for your order that you can return via fax, mail or as a scanned email attachment.
- Students can be issued an official transcript only when all financial obligations to the college have been satisfied.
- Because LCCC is not permitted to copy and forward transcripts of other institutions, students must request records directly from prior institutions. All credentials become the property of the college.

## Unofficial Transcripts

Current students can obtain an unofficial transcript through [EaglesEye](#).

1. Log in.
2. Choose the Student Tab at the top of the page.
3. Select Academic Profile.
4. Look for Unofficial Transcript on the left-hand side of the page.
5. To login to EaglesEye for the first time, you will need your username and password. Your user name and password are formed as below:
  1. User name: firstnamelastname, i.e. Mary Smith = marysmith
  2. Password: DateOfBirth (MMDDYY), i.e. March 15, 1986 = 031586

Former students and alumni can request an unofficial transcript by contacting the Student Hub.

For details on LCCC's admissions process, [click here](#).