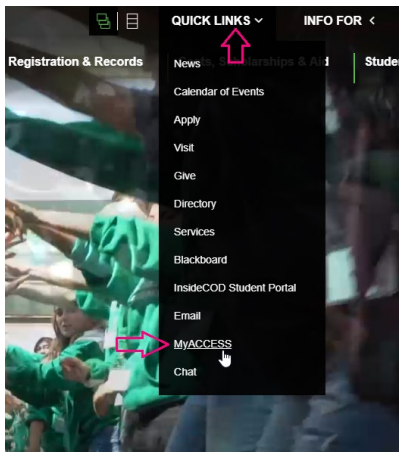


# Viewing Your Unofficial Transcript

A guide for Continuing Education students

1. To view your unofficial transcript, go to the College of DuPage homepage at [www.cod.edu](http://www.cod.edu) , and click on the **myACCESS** link to go to myACCESS.



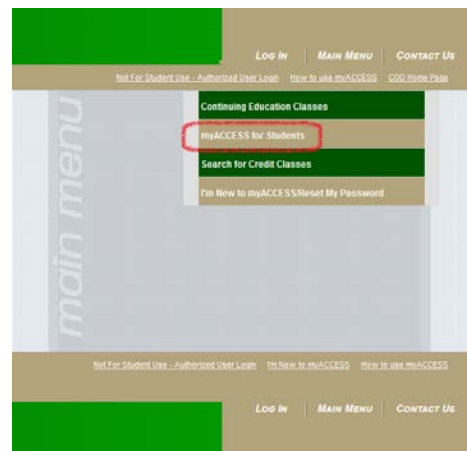
2. Click on one of the **Log In** links located at the top and bottom of the right-hand side of the page.



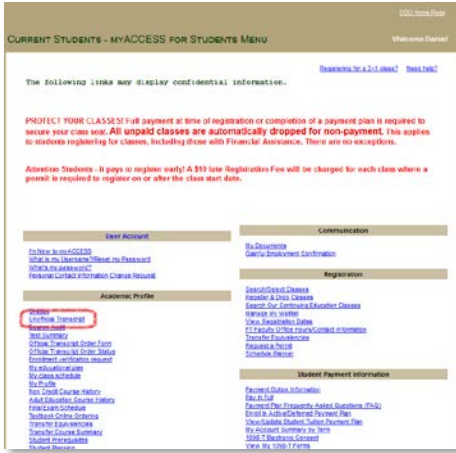
3. Enter your myACCESS-ID and password and click **Submit** to log in.

A screenshot of the myACCESS Log in form. The form has a title 'myACCESS Log in' and a link 'Send me my password hint. Need Help?'. Below this, there is a red warning message: 'The username and password fields are both "case sensitive" fields.' There are two input fields: 'Username' and 'Password'. A 'SUBMIT' button is located at the bottom right of the form.

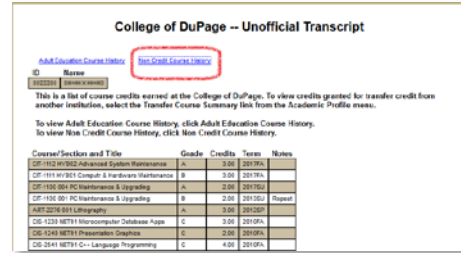
4. Click on the **myACCESS for Students** link to access the student menu.



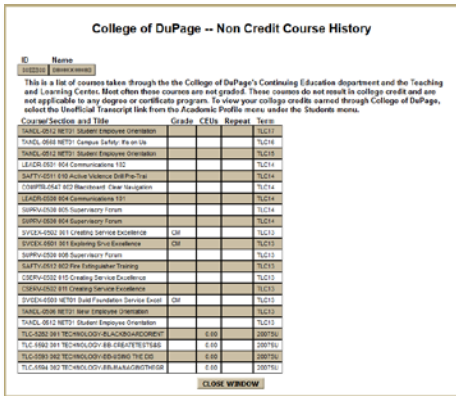
- Under the **Academic Profile** heading, click the **Unofficial Transcript** link.



- To view your Continuing Education courses click on **Non-Credit Course History**.



- Your non-credit courses will now be displayed on the page. Click the **Close Window** button when you are finished.



- Click on one of the Log Out links located at the top and bottom of the right-hand side of page to log out of myACCESS.



Please contact the Student Support Helpdesk if you have any questions regarding your myACCESS account. The Student Support Helpdesk can be reached at (630) 942-2999 or at [studenthelp@dupage.edu](mailto:studenthelp@dupage.edu).