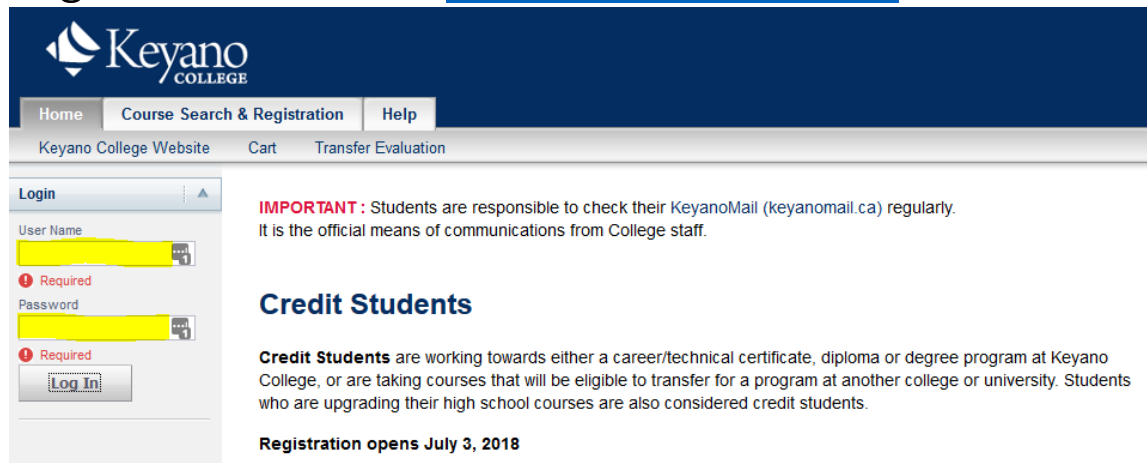


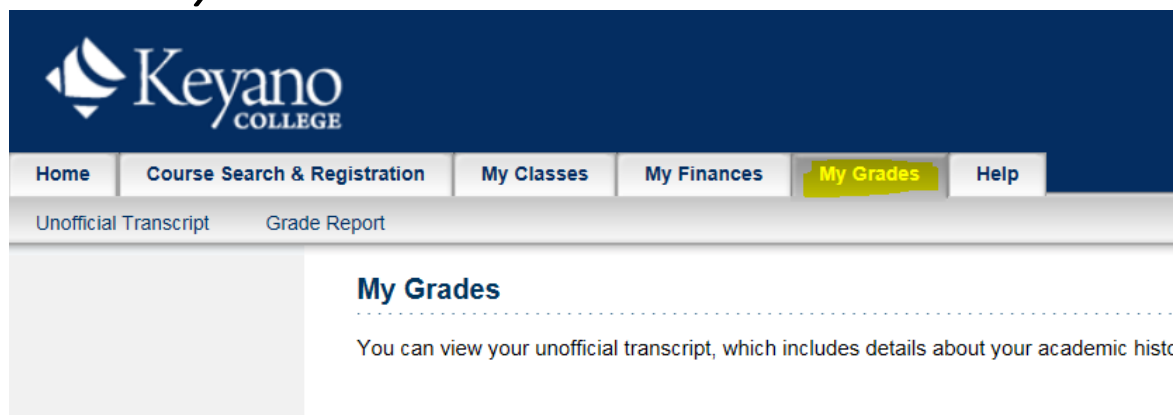
# How to View Unofficial Transcript

1. Login to self-service [selfservice.keyano.ca](https://selfservice.keyano.ca)



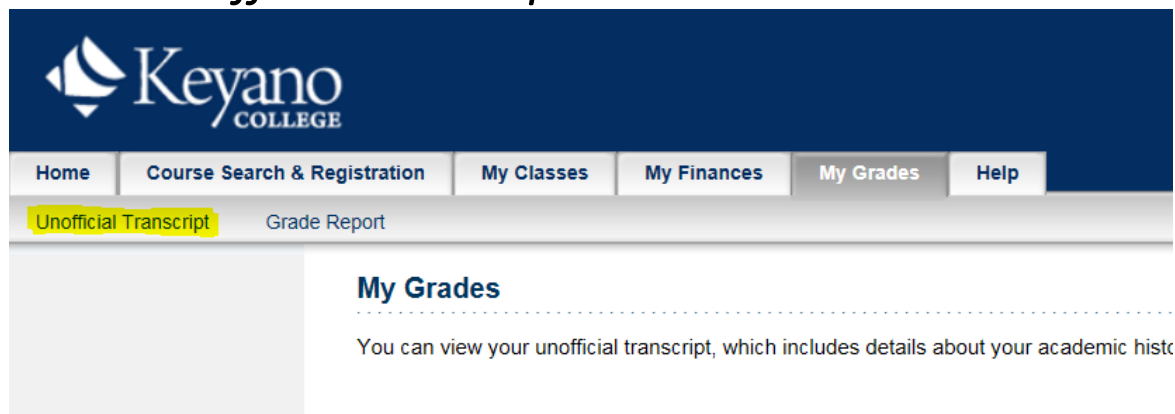
The screenshot shows the Keyano College self-service login page. At the top, there is a navigation bar with 'Home', 'Course Search & Registration', and 'Help'. Below this, there is a 'Login' section with fields for 'User Name' and 'Password', both marked as 'Required'. A 'Log In' button is visible. To the right of the login fields, there is an 'IMPORTANT' notice: 'Students are responsible to check their KeyanoMail (keyanomail.ca) regularly. It is the official means of communications from College staff.' Below the notice, there is a section titled 'Credit Students' with a brief description of credit students and a note that 'Registration opens July 3, 2018'.

2. Select *My Grades*



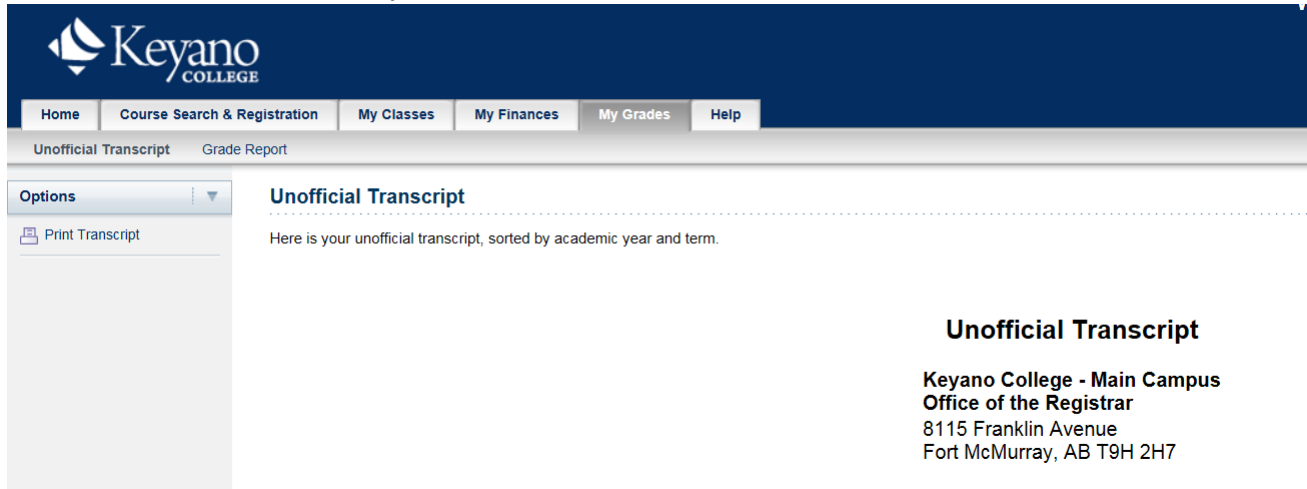
The screenshot shows the 'My Grades' page in the self-service system. The navigation bar includes 'Home', 'Course Search & Registration', 'My Classes', 'My Finances', 'My Grades' (highlighted), and 'Help'. Below the navigation bar, there are links for 'Unofficial Transcript' and 'Grade Report'. The main content area is titled 'My Grades' and contains the text: 'You can view your unofficial transcript, which includes details about your academic history'.

3. Select *Unofficial Transcript* on left



The screenshot shows the 'Unofficial Transcript' page in the self-service system. The navigation bar includes 'Home', 'Course Search & Registration', 'My Classes', 'My Finances', 'My Grades', and 'Help'. Below the navigation bar, there are links for 'Unofficial Transcript' (highlighted) and 'Grade Report'. The main content area is titled 'My Grades' and contains the text: 'You can view your unofficial transcript, which includes details about your academic history'.

#### 4. Unofficial Transcript can now be seen



The screenshot shows the Keyano College Self-Service portal. At the top is a dark blue header with the Keyano College logo and name. Below the header is a navigation menu with buttons for Home, Course Search & Registration, My Classes, My Finances, My Grades, and Help. The 'My Grades' button is highlighted. Below the navigation menu is a sub-menu with 'Unofficial Transcript' and 'Grade Report'. The 'Unofficial Transcript' option is selected. On the left side, there is an 'Options' dropdown menu with a 'Print Transcript' option. The main content area is titled 'Unofficial Transcript' and contains the text: 'Here is your unofficial transcript, sorted by academic year and term.' Below this text, there is a large empty space. On the right side, there is a section titled 'Unofficial Transcript' with the following contact information: 'Keyano College - Main Campus', 'Office of the Registrar', '8115 Franklin Avenue', and 'Fort McMurray, AB T9H 2H7'.

#### 5. Remember to log out of Self-Service and close the browser when you are finished.