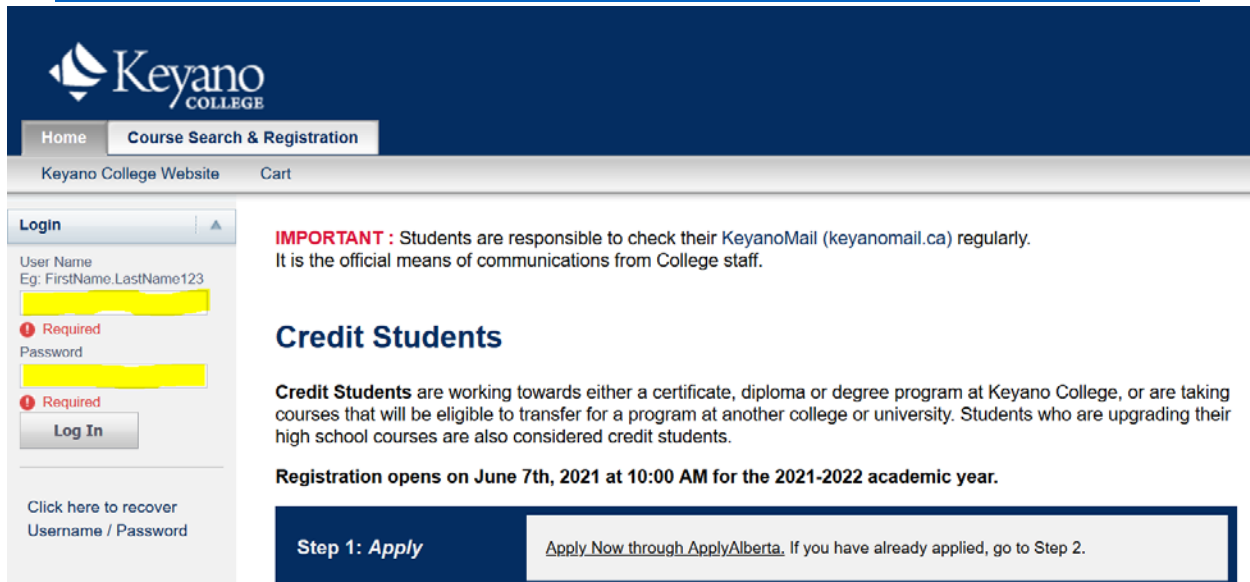


How to View Unofficial Transcript

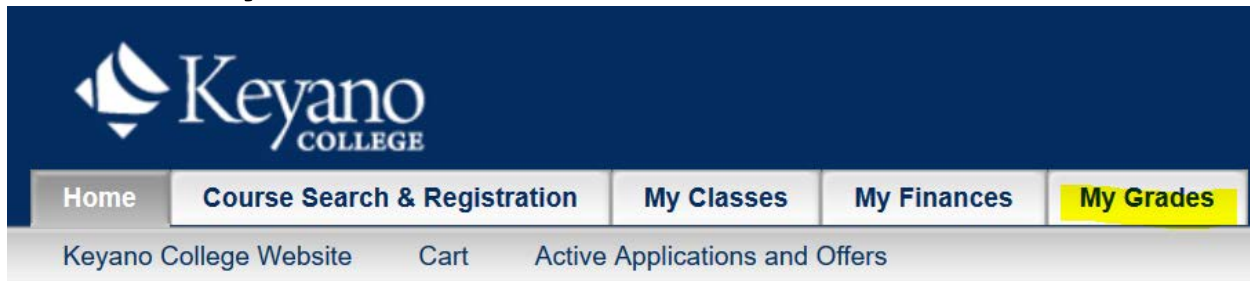
1. Login to Self Service.

<https://selfservice.keyano.ca/SelfService/Home.aspx>



The screenshot shows the Keyano College Self Service Home page. The header includes the Keyano College logo and navigation tabs for Home and Course Search & Registration. Below the header, there is a login section with fields for User Name and Password, both marked as required. A Log In button is present. To the right of the login section, there is an important notice: "IMPORTANT : Students are responsible to check their KeyanoMail (keyanomail.ca) regularly. It is the official means of communications from College staff." Below this notice, there is a section for Credit Students, explaining that they are working towards a certificate, diploma, or degree program and may be eligible for transfer. A registration opening notice states: "Registration opens on June 7th, 2021 at 10:00 AM for the 2021-2022 academic year." At the bottom of the page, there is a blue box with the text "Step 1: Apply" and a link to "Apply Now through ApplyAlberta. If you have already applied, go to Step 2."

2. Select *My Grades*.



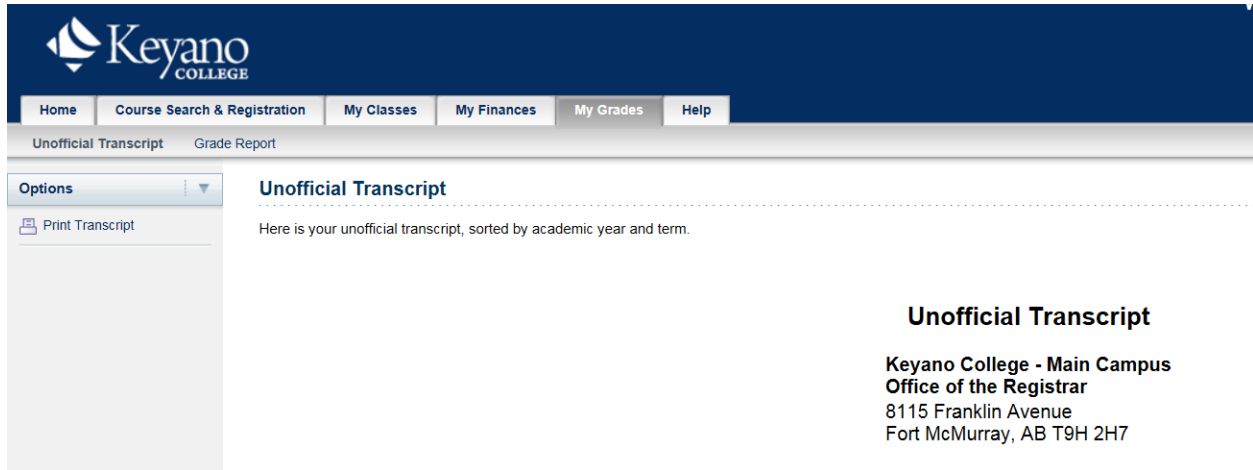
The screenshot shows the Keyano College Self Service My Grades page. The header includes the Keyano College logo and navigation tabs for Home, Course Search & Registration, My Classes, My Finances, and My Grades. The My Grades tab is highlighted in yellow. Below the header, there is a sub-header with links for Keyano College Website, Cart, and Active Applications and Offers.

3. Select *Unofficial Transcript* on left.



The screenshot shows the Keyano College Self Service Unofficial Transcript page. The header includes the Keyano College logo and navigation tabs for Home, Course Search & Registration, My Classes, My Finances, and My Grades. The My Grades tab is highlighted in yellow. Below the header, there is a sub-header with links for Unofficial Transcript and Grade Report.

4. Unofficial Transcript can now be seen.



The screenshot shows the Keyano College Self Service portal. At the top is the Keyano College logo. Below it is a navigation menu with links for Home, Course Search & Registration, My Classes, My Finances, My Grades, and Help. The current page is titled "Unofficial Transcript" and "Grade Report". 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." To the right of this text, 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.