## **Obtaining Transcripts from MyShasta**

- Log into the Shasta College Portal at: <u>https://my.shastacollege.edu</u>
- Open MyShasta
- Select the Unofficial Transcripts or the Order Official Transcripts option as shown below:

≡	🕵 MyShasta			8	〔→ Sign out	? Help	
A	Hello, Welcome to MyShasta Choose a category to get started.						
€ €	Student Finance Here you can view your latest statement and make a payment online.	5	Financial A Here you can a	id ccess financial aid data, for	ms, etc.		
٩	Tax Information Here you can change your consent for e-delivery of tax information.	<b>*</b>		anning/Register for ( earch courses, plan your te			
	Search For Courses Here you can view and search the course catalog.	R	Grades Here you can v	iew your grades by term.			
~	Unofficial Transcripts Download and print your unofficial transcript.						
	© 2000-2022 Shasta College and i	ts affiliates. /	All rights reserved	. <u>Privacy</u>			

If you do not know your username and/or password and are unable to log into the Shasta College Portal, please follow this link:

https://accountrecovery.shastacollege.edu/

and complete the **User Info Lookup** form for the system to email you log in information.

If you are unable to complete the form for **User Info Lookup** please contact Admissions and Records directly to request your transcripts: <u>transcripts@shastacollege.edu</u> or via phone at (530) 242-7662

John	
Last Name	
Smith	
Date Of Birth	Last 4 digits of SSN
mm/dd/yyyy 📰	XXXX
Email Address	
user@email.com	
Sea	arch

USER INFO LOOKUP