

Locating and uploading an unofficial Casper College transcript:

Current Students:

Open MyCCinfo at caspercollege.edu/myccinfo and log in.

On the left hand side of your screen, click on Academics, Student Planning and then Unofficial Transcript

On the next screen, click on Undergraduate Transcript
****if this is your first semester with Casper College, you may not have a transcript yet. If this is the case, see the steps for new/incoming students below.**

It may take a minute or so to generate your transcript.

Once generated, your transcript will appear as a .pdf, usually at the bottom of your screen.

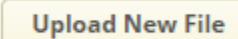
**** Make sure pop ups are allowed in your browser.**

Save the transcript to your computer, using your last name-transcript as the file name.

Return to MyCCs – the Scholarship portal.

Click on the 2nd to last section of the application “Upload Documents”.

You want to upload your first transcript to the top section.

Click 

Locate the unofficial transcript .pdf file you saved on your computer, click on the file, and click Open. This will upload your transcript to MyCCs. If you have more than one transcript to upload, such as a transcript from another college, you may do so in one of the other two sections listed.

New/Incoming Students:

Make sure to communicate with your high school or other institution and ask them to forward your transcript to Casper College.

****Official transcripts from colleges and universities are not required for MyCCs. Unofficial transcripts are acceptable, and you may upload on your own if you have a copy.**

Once you’ve requested your transcripts be sent to Casper College, please email ccscholarships@caspercollege.edu containing your student ID, first and last name, asking the Scholarship office to upload your transcript to MyCCs. Be sure to include the name of the school from which your transcripts have been sent.

*****Here's how Google says to adjust your pop up settings in Chrome:**

Turn pop-ups on or off

1. On your computer, open Chrome.
2. At the top right, click More More.
3. Click Settings.
4. At the bottom, click Advanced.
5. Under "Privacy and security," click Content settings.
6. Click Popups.
7. Turn Allowed on or off.

Having trouble?

Can't log in to MyCCinfo? Call the Thundergeek Help Desk at 307-268-3648

Unable to upload your transcript? Email ccscholarships@caspercollege.edu

