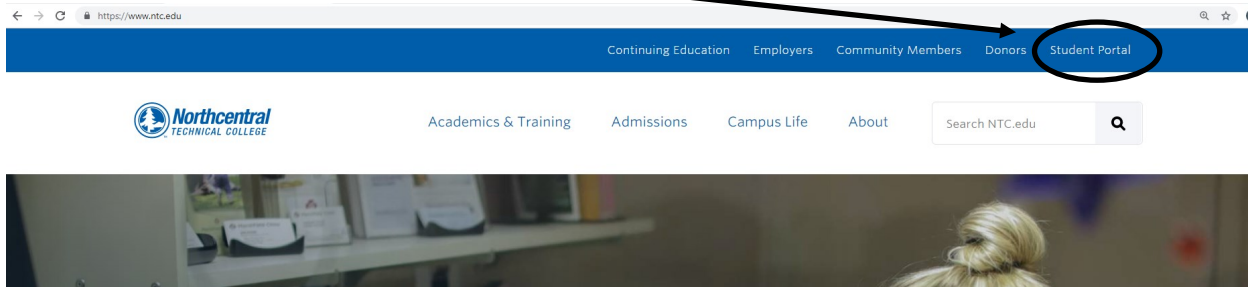


ORDERING NTC TRANSCRIPTS

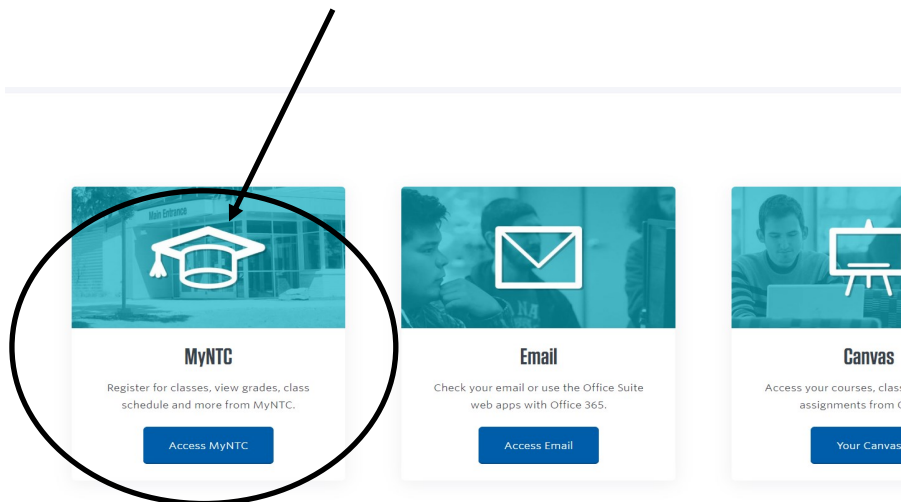
Why/when will you need your NTC transcripts?

- When you apply to your college, you may need to send the college your NTC transcripts. Some colleges want the transcripts when you apply, some do not.
- AFTER you graduate (wait a couple of weeks to give your teachers and NTC time to get grades updated) **YOU** will need to send your NTC transcript to your college.

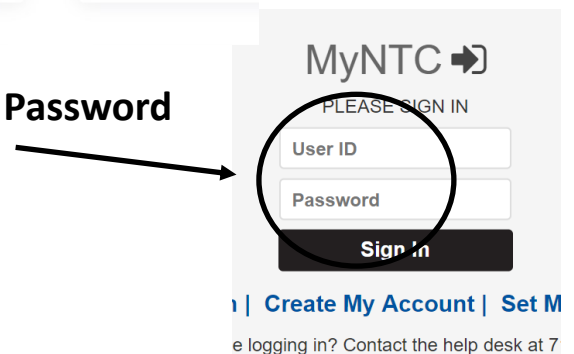
1. Launch an Internet browser.
2. Navigate to **www.ntc.edu**
3. Select **Student Portal**



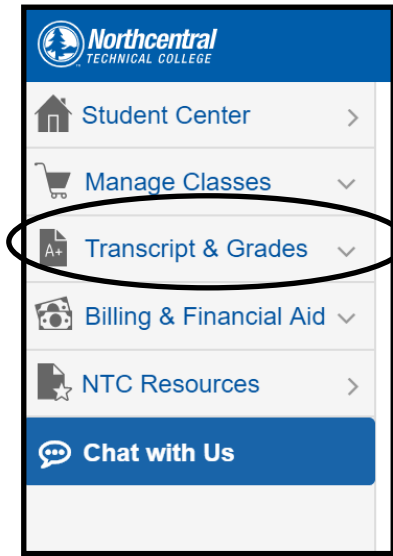
4. Scroll down and select **Access MyNTC**



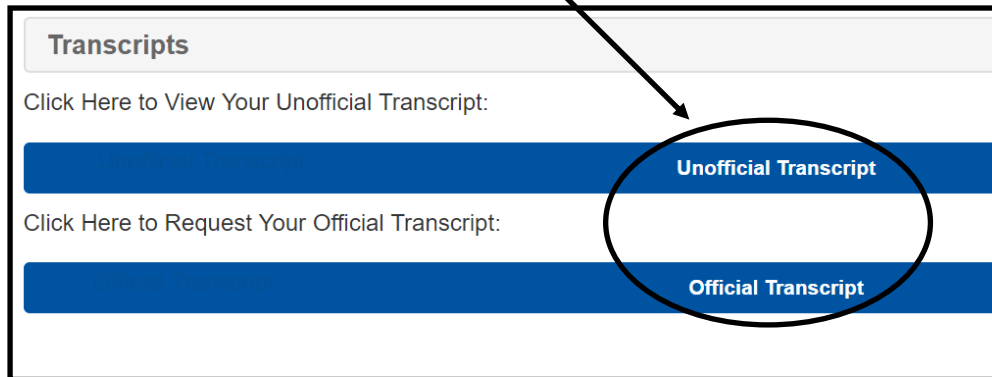
5. Sign in to your MyNTC with your **User ID and Password**



6. From the side menu, select **Transcripts and Grades** and then select **Transcripts**.



7. Select **Official Transcript** or **Unofficial Transcript**. There will be a charge for Official Transcripts, which can be sent directly to your new college or university.



8. If you select **Unofficial Transcript**, be sure the **Report Type** is set to **Postsecondary Transcript** and then select **View Report**. If you select **Official Transcript**, then select **Begin Order** and follow the on-screen instructions.