Obtaining your Unofficial Transcript in ctclink:

Access the Lower Columbia College website at https://lowercolumbia.edu/

1. Click "Current Students Home" under the "Current Students" tab

2. Scroll down and click the ctclink icon, then click the ctcLink icon on the top left of the page. Or use: https://ptprd.ctclink.us/psp/ptprd/?cmd=login&languageCd=ENG&

Login using your 9-digit student ID number and password

1. If you do not see tiles with pictures, click Full Site on the left-hand side. If you do see tiles with pictures proceed to step 2.

2. Select "Academic Records"

3. Select "View Unofficial Transcript"

4. Click the green button "Submit" on the right-hand side. A pop up should appear with your Unofficial Transcript. If one does not pop up proceed to step 5.

5. Select the "View All Selected Reports" tab, then under "Previous Requests" check the box with today's date, then click the green button "View Report"

- Note that a pdf viewer must be enabled in order to view transcripts
- If your report does not appear, check the url bar and make sure there is not a square icon with an x on in it
- If you see that icon, click it and select the "always allow" bubble

Save your transcript by…

1. Selecting the Download icon in the upper right corner

2. Name the file and save to a designated location on your computer (or usb, Google drive)