**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 or use: <https://ptprd.ctclink.us/psp/ptprd/?cmd=login&languageCd=ENG&>



Login using your 9-digit student ID number and password

1. Click “Student Homepage” on on the left hand side
2. Select “Academic Records”
3. Select “View Unofficial Transcript”
4. Click the submit button on the right hand side
5. Select the top option under “Previous Requests” then 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