

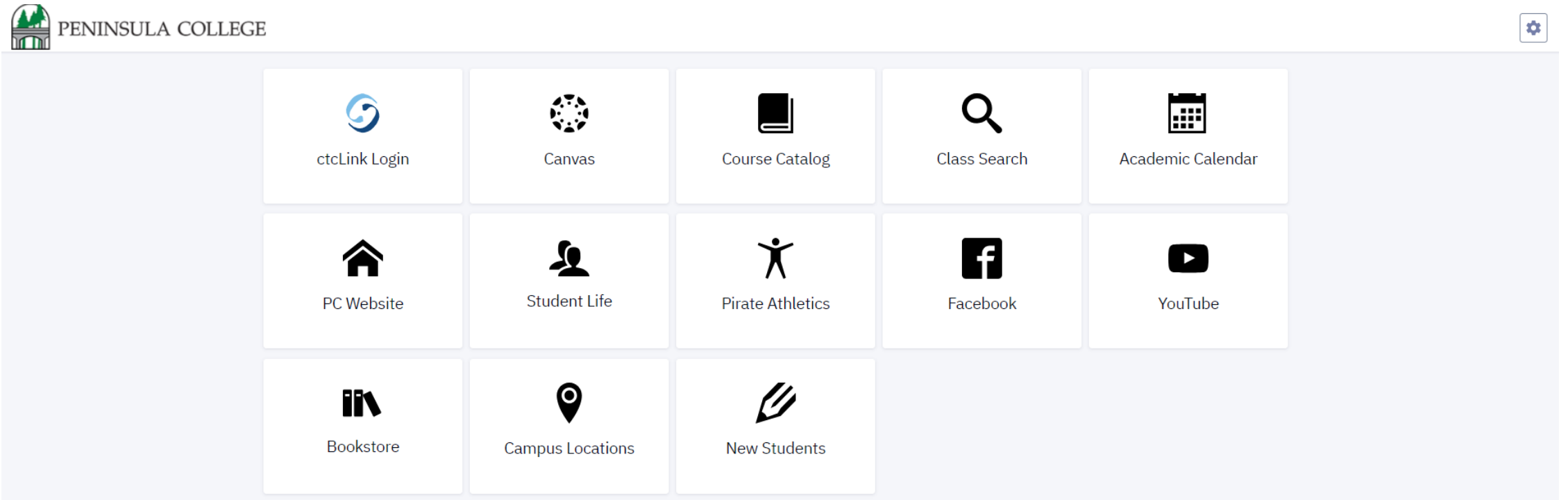
# How to View Unofficial Transcripts

This guide will show you how to view your unofficial transcripts in ctLink.
















# Proceed to ctcLink:

1. Open web browser and go to the [ctcLink Mobile Site](#) OR open the ctcLink app on your mobile device.

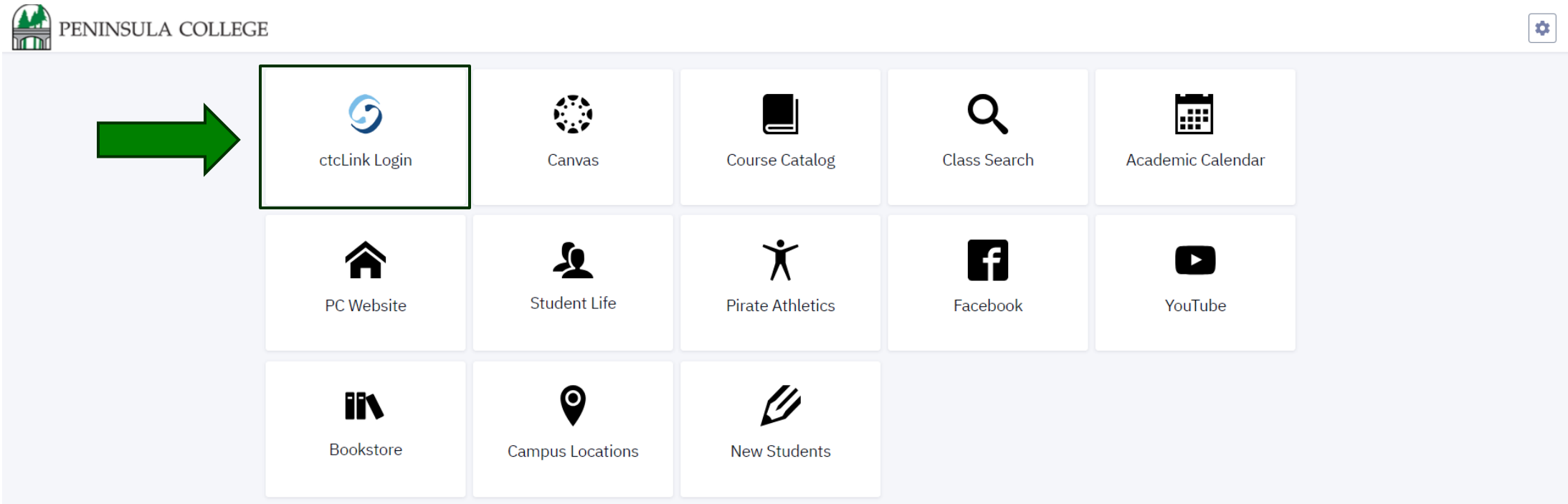


The screenshot shows the mobile site dashboard for Peninsula College. At the top left is the college logo and name, and at the top right is a settings gear icon. The main area contains a grid of 15 white tiles with icons and text labels for various services.

 ctcLink Login	 Canvas	 Course Catalog	 Class Search	 Academic Calendar
 PC Website	 Student Life	 Pirate Athletics	 Facebook	 YouTube
 Bookstore	 Campus Locations	 New Students		

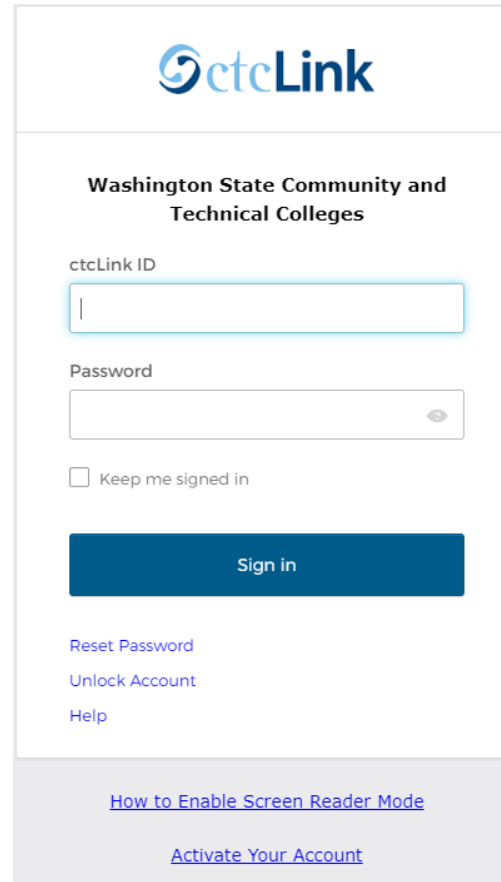
# Navigate to ctcLink Login Portal:

2. Select/Tap on the ctcLink Login Tile.



# Log in to ctcLink:

3. Log in to ctcLink.



The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. The login form includes a "ctcLink ID" input field, a "Password" input field with a toggle icon, and a "Keep me signed in" checkbox. A blue "Sign in" button is positioned below the password field. At the bottom of the form are links for "Reset Password", "Unlock Account", and "Help". A grey footer bar contains links for "How to Enable Screen Reader Mode" and "Activate Your Account".

**ctcLink**

Washington State Community and  
Technical Colleges

ctcLink ID

ctcLink ID

Password

Keep me signed in

Sign in

[Reset Password](#)

[Unlock Account](#)

[Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

# Expand Academics:

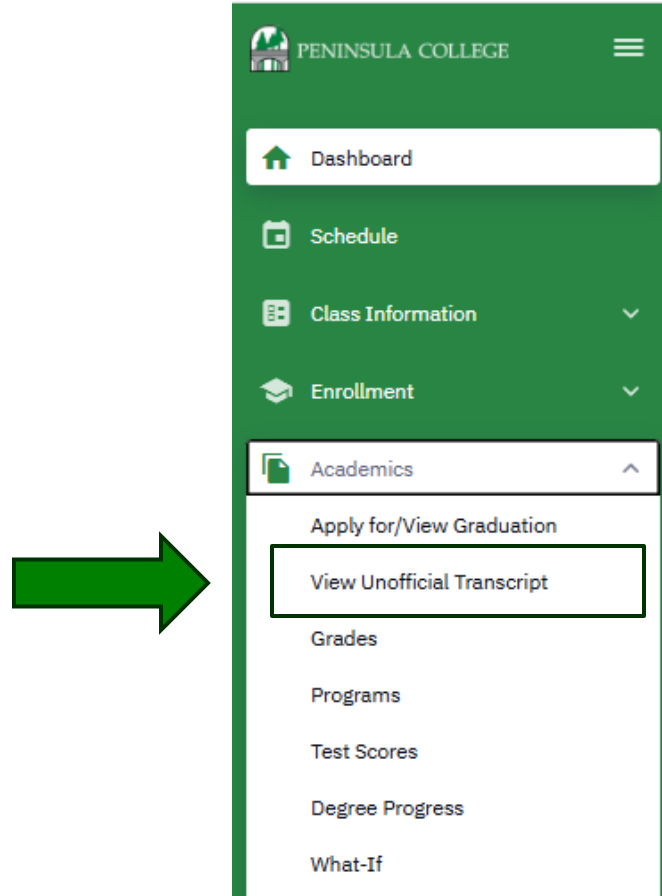
4. Select Academics.



A screenshot of the Peninsula College dashboard. The left sidebar is green and contains a navigation menu with the following items: Dashboard (with a home icon), Schedule (with a calendar icon), Class Information (with a document icon and a dropdown arrow), Enrollment (with a graduation cap icon and a dropdown arrow), Academics (with a document icon, a dropdown arrow, and a black rectangular highlight), Financials (with a wallet icon and a dropdown arrow), Admissions (with a document icon and a dropdown arrow), My Information (with an information icon, a dropdown arrow, and a small white box with the number '1'), and My Profile (with a person icon and a dropdown arrow). The top of the sidebar shows the Peninsula College logo and name, and a hamburger menu icon. The main content area is white and titled 'Dashboard'. It features a 'Hello' greeting, a 'Message of the Day' section with a white box containing a hyphen, a 'Shopping Cart FALL 2024' section with a white box, and a 'Wait List FALL 2024' section with a white box.

# Select View Unofficial Transcript:

5. Click **View Unofficial Transcript**.



# View Unofficial Transcript:

6. Review your information. Select **View PDF** to see your unofficial transcript.

Note: If you're currently enrolled in classes, those classes will not be included in your transcript report.

View Unofficial Transcript



Transcript Type:  
Unofficial Transcript

Career:  
Undergraduate

View PDF



## Success:

7. Done! Your unofficial transcript will open in a new browser.





If you have any questions or need further assistance contact the IT Help Desk at (360) 417-6565 or [helpdesk@pencol.edu](mailto:helpdesk@pencol.edu)

