



How to obtain and upload your El Camino College transcripts

1. Visit MyECC (<http://myecc.elcamino.edu>)
2. Log in with your user name and password
3. Click on “Unofficial Student Transcript”

The screenshot shows the MyECC website interface. On the left, there is a calendar for July 2016 with the date Wednesday, July 27 highlighted. In the center, a registration notice states: "Fall 2016 Registration Fee Payment Deadline Monday, August 22, 2016: For students who register July 13-August 22". On the right, the "WebAdvisor" menu is visible, with "Unofficial Student Transcript" circled in blue and labeled with a blue arrow and "#3". Below the calendar, there are sections for "Email Accounts" and "Unofficial Transcripts - the link is on the WebServices tab." with an email link: <https://email.elcamino.edu>. At the bottom, a note says "Webpart does not display - Click the refresh icon, the double arrow circle, or refresh the page."

4. Click on “Get My Unofficial Transcript”

The screenshot shows the MyECC website interface with the "WebServices" tab selected. A list of services is displayed on the left, including "Unofficial Student Transcript". The "Get My Unofficial Transcript" button is circled in blue and labeled with a blue arrow and "#4". Below the button, a red text note reads: "This process may take up to a minute, please be patient."

EL CAMINO COLLEGE
UNOFFICIAL TRANSCRIPT

DOB: xx/xx/xx July 27 2016
High School: #5

COURSE NUMBER	COURSE TITLE	GRADE	UNITS ATTEMPTED	UNITS COMPLETED	GRADE POINTS	GPA	FTNOTE
----- Fall Semester 2010 -----							
CONST107ABCD	Cabinet and Furniture Making	A	2.00	2.00	8.00		
SEMESTER TOTAL			2.00	2.00	8.00	4.000	
CUMULATIVE TOTALS			2.00	2.00	8.00	4.000	
In Good Standing							
----- Spring Semester 2011 -----							
CONST109ABCD	App/Install Euro Hardware	A	2.50	2.50	10.00		
SEMESTER TOTAL			2.50	2.50	10.00	4.000	
CUMULATIVE TOTALS			4.50	4.50	18.00	4.000	
----- Spring Semester 2012 -----							

5. Click anywhere on the transcript and type Control-A (PC) or Command-A (Mac)
6. All of the selected text will be highlighted in blue or gray indicating it has been selected

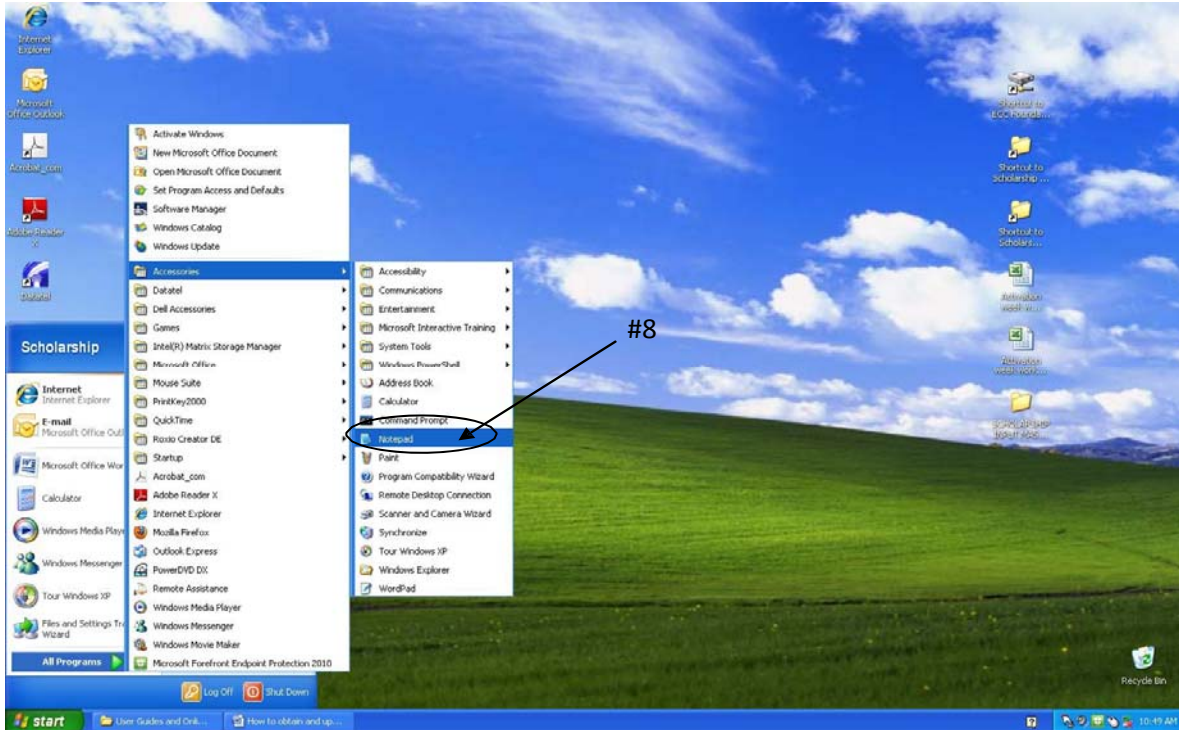
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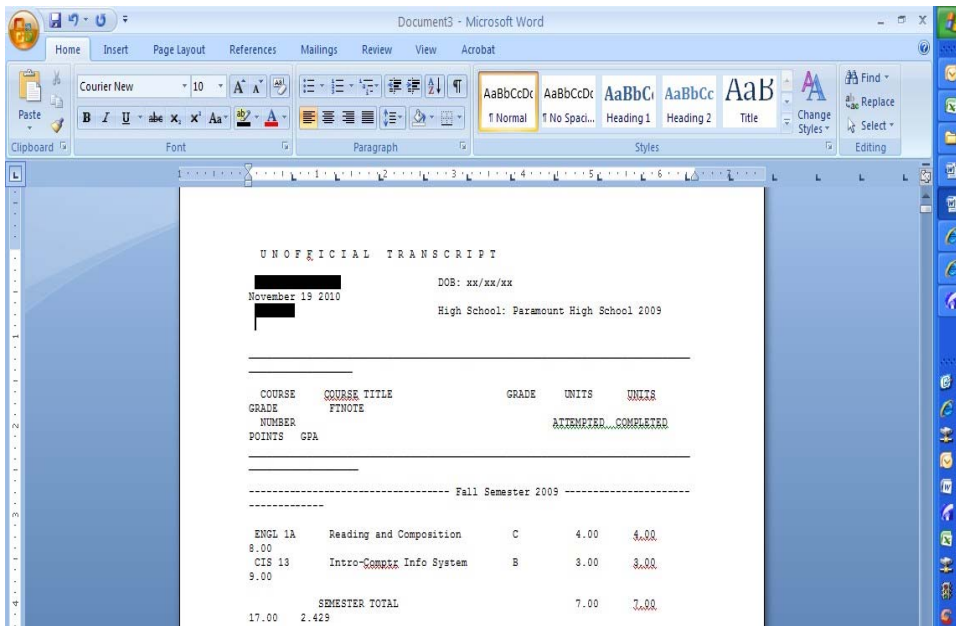
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7. Type Control-C (PC) or Command-C (Mac)

8. Open a text editor such as “Notepad” on a PC or “TextEdit” on a Mac



9. Type Control-V (PC) or Command-V (Mac) to paste the copied transcript into the Notepad



10. Save the file to your desktop and rename it with your first initial and last name. (EX: Joe Smith = JSmith)

11. Return to the Scholarship Application and upload the saved note pad from your computer
12. Click on the Browse button
13. Locate the file on your computer, then click on "upload file"

Transcript

Please attach your most recent ECC/CEC transcript in a PDF format.*

#12

(File Name)

#13

Upload File

Browse...

Your transcripts are a very important part of your application and **MUST** be included to complete your application. (We strongly recommend you upload a PDF of the transcripts to ensure the information is available to the reviewers.)

NOTE: If your transcripts cannot be opened and reviewed, your application will not be considered.
[Click here](#) for assistance with uploading your transcripts.

Faculty Online Recommendation

Recommendation Process:

- All scholarships require **at least one** online recommendation and must come from a current or previous faculty/instructor.
- If you are a **student athlete** you **MUST** have **at least one** online recommendation from your coach.
- When you list your reference below and click "save and continue," he/she will automatically be contacted via email with your request to provide a letter of recommendation.
- It is **strongly recommended** that you contact your reference to confirm their willingness to participate prior to submitting their name. You should also notify him/her they will be receiving an email from scholarship@elcamino.edu. This is the source that sends out the request (it may be filtered into their spam system).

14. Done.