

## How to obtain and upload your El Camino College transcripts

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

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Sunday, July 31							nttps://email.elcamino.edu using your MyECC username and password.	Need a Job?			
No events							Webpart does not display - Click the refresh icon, the	What to do if you are a victim of sexual or gender- based misconduct			

## 4. Click on "Get My Unofficial Transcript"

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All Site Content	Return Home > Student Home	e > WebServices		05
	Change your password Faculty Office Hours Library Databases Online Counseling Appointments Online Student Orientation Scholarship Application Tax Form - 1098T Unofficial Student Transcript Voter Registration form	Get My Unofficial Transcript #4 This process may take up to a minute, please be patient.		

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	Change your password Faculty Office Hours Library Databases Online Counseling Appointments Online Student Orientation Scholarship Application Tax Form - 1098T Unofficial Student Transcript Voter Registration form	EL CAMINO UNOFFICIAL DOB: xx/xx/x High School:	COLL TRAN XX	SCRIP	T Juli 5	v 27 2016	
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		CUMULATIVE TOTALS		4.50	4.50	18.00	4.000
		In Good Standing					
		Spring Sem	mester 20	012			

- 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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All Site Content	Return Home > Student Home	> WebService	25					93
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			SEMESTER TOTAL		2.00	2.00	8.00	4.000
			CUMULATIVE TOTALS		2.00	2.00	8.00	4.000

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

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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 rec	: ECC/CEC transcript in a PDF format.* #12
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Faculty Online Recom	endation
Recommendation Process	
All scholarships requ	at least one online recommendation and must come from a current or previous faculty/instructor.
<ul> <li>If you are a student if</li> <li>When you list your recommendation.</li> </ul>	ete you <u>MUSI</u> have <u>at reast one</u> online recommedation from your coach. ence below and click "save and continue," he/she will automatically be contacted via email with your request to provide a letter of
<ul> <li>It is <u>strongly recomm</u> notify him/her they v spam system).</li> </ul>	ted that you contact your reference to confirm their willingness to participate prior to submitting their name. You should also be receiving an email from scholarship@elcamino.edu. This is the source that sends out the request (it may be filtered into their

14. Done.