



## How to Request Transcripts through mySiskiyous

1. Login to the mySiskiyous student portal.
2. Click on the "Academic" tab located on the left hand side of the student portal.
3. Scroll all the way to the bottom of the page and look for the area titled: Transcripts
4. Click on the hyperlink: Request Official Transcript
5. On the Transcript Request Address page **use only the issue to** line: Type in the name of the school or person whom the transcript should be addressed to. (Example: **THE NAME OF THE COLLEGE: ATTN:THE SPECIFIC DEPARTMENT** )
6. Click "Continue" and you will be directed to **Select Transcript Type**.
  - Transcript Type: Official Transcript
  - Course Level: All Levels

Include the address where the transcripts need to be sent to.

7. Click "Continue" and you will be directed to **Transcript Request Options**
  - **Number of Copies (Up to 10):** Specify the number of copies needed. Please note that each copy will be sent in an individual envelope.
  - **Official Transcripts:** We only send official copies out of our office, no need to make changes to this area.
  - **Print Transcript:** Select when you would like these transcripts to be sent.
  - **Delivery Method:** Select the delivery method. Regular Processing for \$5.00 will process your request within 3 business days, but may take longer during peak times.

**Note:** Once we turn a transcript over to the postal service, we will not be responsible for the delivery time.

8. Click "Continue" and you will be directed to **Transcript Request Summary**  
Verify that all information is accurate as we are not responsible for incorrect mailing addresses provided. Select Submit Request
9. Pay for your transcripts:  
Your first two transcripts are free. If you are not directed to the payment page your request has been submitted. If you are directed to the payment page please follow directions to submit payment.