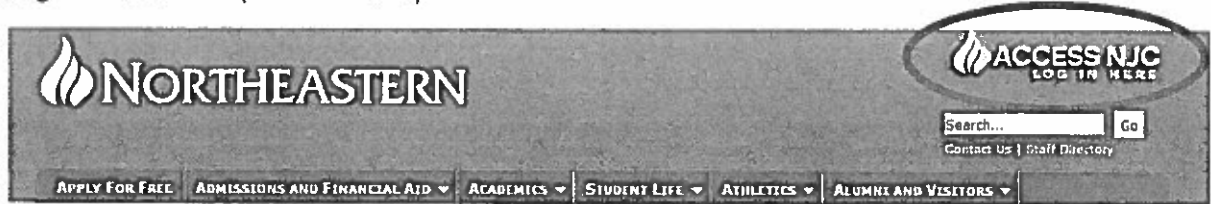


HOW TO VIEW UNOFFICIAL TRANSCRIPTS:

And Order

1. Log into Access NJC (Student Portal).



Log in to Access NJC

Enter your S Number and Password

[Forgot S Number?](#)

S Number:

1

Password:

[Forgot Password?](#)

*First Time Login: Please call Records at 970.521.6700 to obtain your default password.

Your browser must allow popups

[Supported Browsers](#)

Login Help: 970.521.6700

Technical Help: 970.521.6805

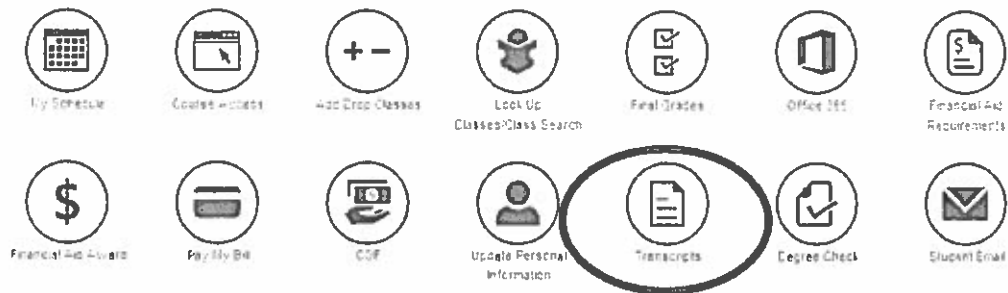
24x7 Support: 1-888-800-9198

[Get the App](#)

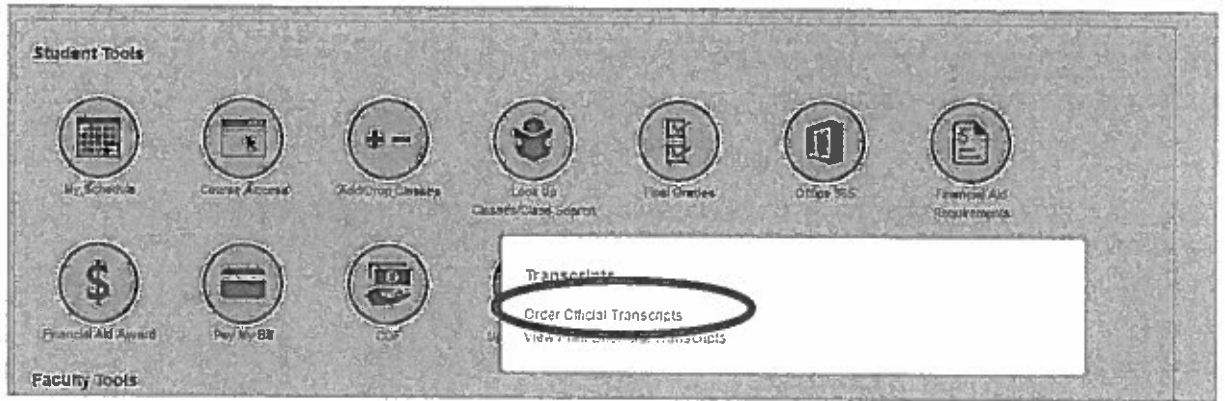
[Download the mobile app for Android](#) or [Download the mobile app for iOS](#)

2. Once you are in Access NJC (Student Portal), click on "Transcripts" under the Student Tools Section

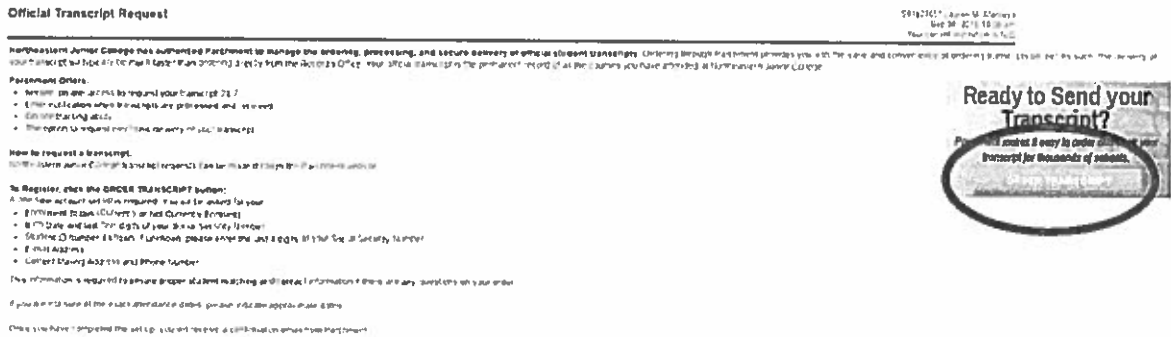
Student Tools



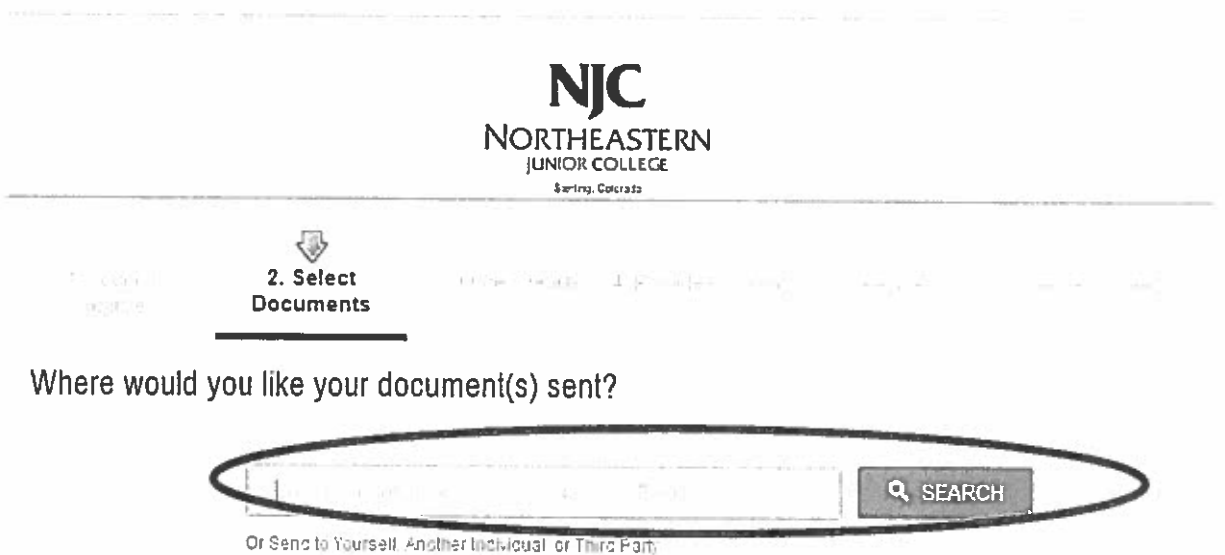
3. A pop-up will appear, select "Order Official Transcripts"



4. On the following page, click "Order Transcript"



5. Enter the location where you want your document to be sent



6. Select the correct institution

2. Select Documents

Where would you like your document(s) sent?

Start by searching for your destination
(Institution Name, Acronym, Location, or Email)

northeastern junior college

1 Matches Found

INSTITUTION	EMAIL	LOCATION
Northeastern Junior College	Kelly.kuntz@njc.edu	Sterling CO US

Not finding your destination?

You can enter a destination manually by using a physical address or an Email address

7. Select your delivery mode and click "Continue"

Destination:
Northeastern Junior College
Sterling, CO 80751-2399
[Continue](#)

Document Name:
e Transcript - \$3.00
[Switch to Mail Delivery](#)

Order Options

Delivery Mode

Processing Time

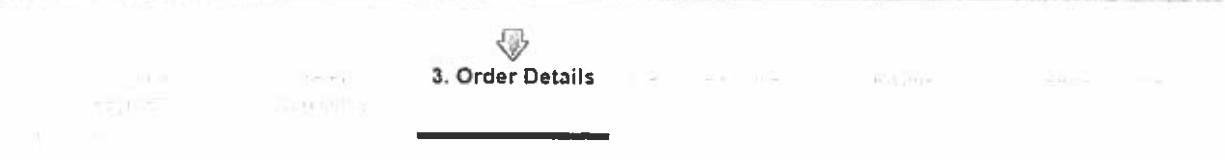
Purpose for Transcript (Optional)

Attachment (Optional) No file selected

Note: Email Providers use filtering systems to reduce spam. Sometimes they accidentally filter the email that you want them to receive. To make sure that your document emails are not filtered into "junk" or "bulk" folders, please verify that the recipient can receive email from Parchment (parchment.com)

[Add Another Item](#) **Total \$3.00**

8. Select "Checkout" and confirm your order



Your Shopping Cart Contents

Total Items: 1 Amount: \$3.00

Qty.	Document Name	Unit	Total	
1	 eTranscript	\$3.00	\$3.00	Remove

Delivery Mode - Electronic
Processing Time - Now
Document Date - 09/04/2018 9:08:49
Send To - Northeastern Junior College

Sub-Total: \$3.00

[Update Shopping Cart](#)

[Continue Shopping](#)

[Checkout](#)