

HOW TO REQUEST TRANSCRIPTS (BOTH OFFICIAL AND UNOFFICIAL) VIA THE LBWCC WEB SITE

1. Go to the college web site, www.lbwcc.edu
2. Click **myLBWCC** at the top of the page.
3. Click **LOGIN**.
4. Read the information on this page regarding your User ID and PIN.
5. Enter your User ID and PIN
6. Click Login
7. Under **Student Information Center**, click **Student Records**, then click **Unofficial Transcript** to view and/or print your unofficial transcript.
8. Under **Student Information Center**, click **Student Records**, then click **Transcript Request** and follow the prompts to submit your request for an official transcript.
9. Under **Student Information Center**, click **Student Records**, then click **View Transcript Requests** to check the status of your submitted requests for transcripts.

THE PRIVACY OF STUDENT RECORDS IS PROTECTED BY THE PERSONAL IDENTIFICATION NUMBER (PIN). STUDENTS ARE REMINDED TO CHANGE THEIR PIN AFTER THEIR INITIAL SIGN ON. TO CHANGE YOUR PIN, UNDER STUDENT INFORMATION CENTER, CLICK STUDENT INFORMATION, AND CHANGE PIN.

*****IMPORTANT NOTE:*****

Should you forget your PIN, you may request your PIN through **myLBWCC** by clicking on the Forgot UserID tab if you have an e-mail on file. Or you may present your photo ID to the Office of Student Services to have your PIN reset. You may present your photo ID either in person or by fax. **Telephoned requests will not be accepted.**