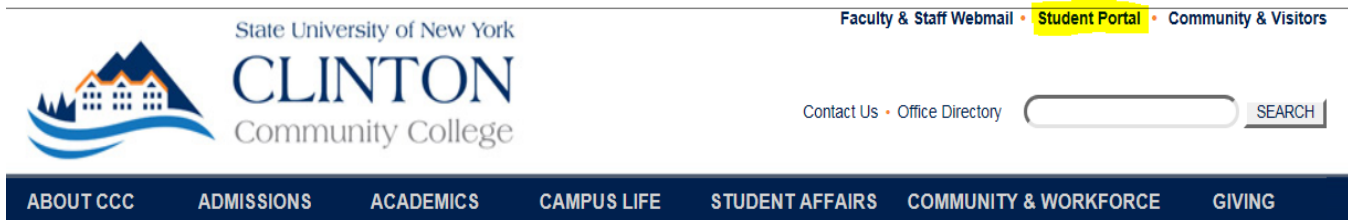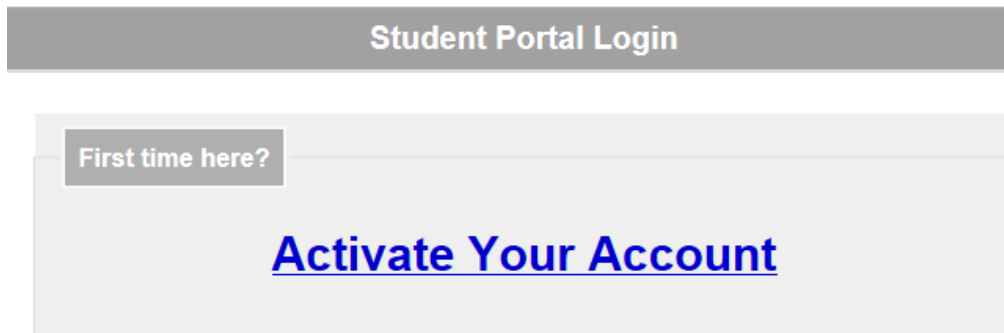# How to Access my Unofficial Transcripts?
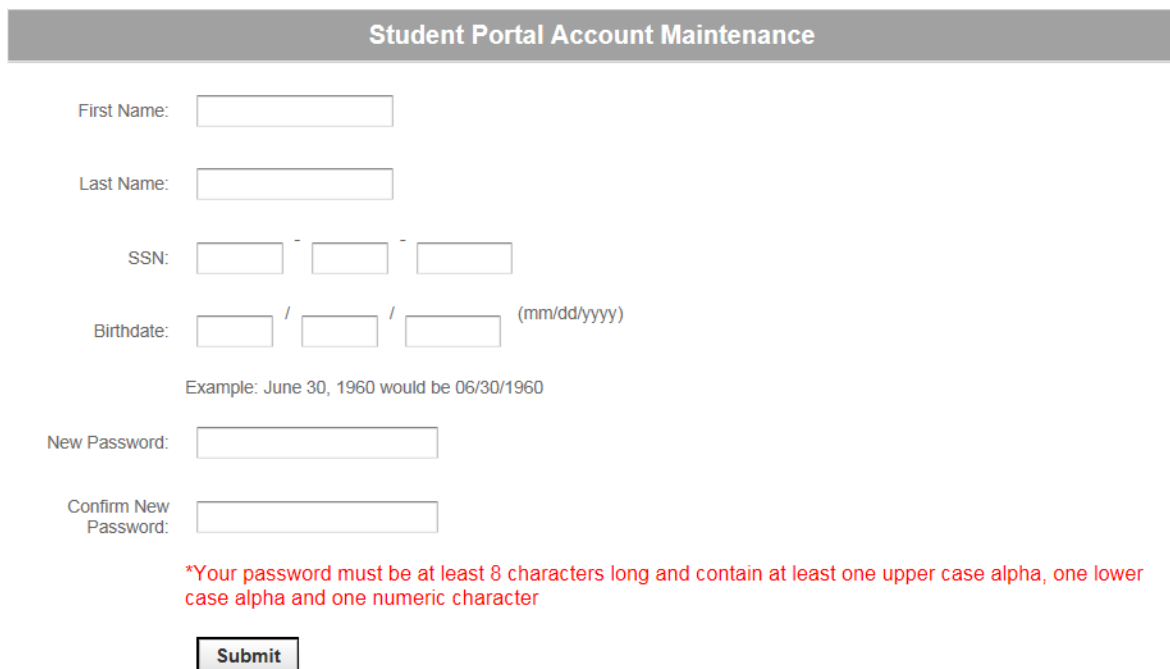
1. Use internet browser Internet Explorer or Microsoft Edge to navigate to www.clinton.edu

2. Click the Student Portal quick link from the homepage.

Faculty & Staff Webmail • **Student Portal** • Community & Visitors

State University of New York
**CLINTON**
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3. First time user: Activate Your Account

**Student Portal Login**

**First time here?**

## Activate Your Account

a.
b. Legal Name, Social Security Number, Date of Birth will be required.
c. You will create a password of at least 8 characters which contains at least one upper case letter, one lower case letter and one number character.

**Student Portal Account Maintenance**

First Name: [                    ]

Last Name: [                    ]

SSN: [        ] - [        ] - [            ]

Birthdate: [      ] / [      ] / [        ] (mm/dd/yyyy)

Example: June 30, 1960 would be 06/30/1960

New Password: [                    ]

Confirm New Password: [                    ]

*Your password must be at least 8 characters long and contain at least one upper case alpha, one lower case alpha and one numeric character

[ Submit ]

d.
e. Next, choose a security question and provide the answer to secure your account.
f. Then proceed to step 5

4. Returning User: Login with Username and Password

   a.
   

   **Student Portal Login**

   Note: Required fields are marked with an asterisk (*)

   If you have *activated* your **NEW** student account please login below:

   *Username: [_____]

   *Password: [_____]

   Term: [SP-18 ▼]

   ⚠ **IMPORTANT: If you are registering for the SUMMER or FALL term, you must update the term listed above to SU-18 or FA-18.**
   **Mobile devices are not recommended for online registration.**

   [Login]

   Reset Password     Login Help

5. Once in the Student Portal, scroll down in the menu to "My Transcript".

   a.
   

   📄 My Transcript     —

   Letter Transcript

   Number Transcript

   b. Select "Letter Transcript" to view transcript.
   c. Click the printer image in the upper left hand corner to print your transcript

   d.
   

   **Unofficial Transcript**

   🖨

   | Major(s): **Health Services Management** | | | Birth Date: **1/1/1991** | | | |
   |---|---|---|---|---|---|---|
   | GPA Group: | | | | | | |
   | Term: | | | | | | |
   | Course | Course Name | | | Credits | Grade | Category | Repeat |

6. Logout from the Student Portal

   a.
   

   Current term: SP-18  (Change)
   Student ID: C0000037326
   Advisor: **Purick, Darcy**
   Degree Program: **Health Services Management**

   Change Password | Logout

## _Student Portal Frequently Asked Questions and Answers:_
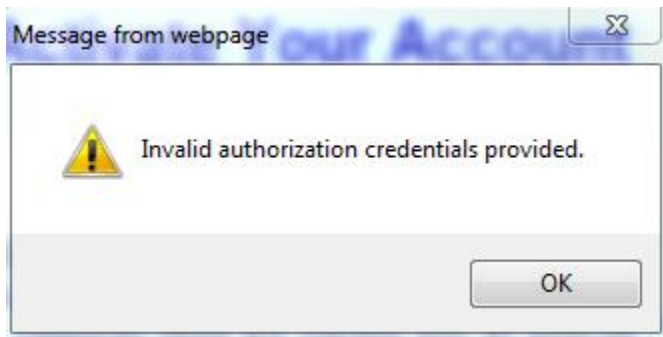
_Q: How do I access the Student Portal if I don't remember my credentials?_

**A: Return to step 4 and activate your account again from the beginning. Your username will be provided and you can choose a new password.**

_Q: I have access to my Student Portal but I don't remember my security question?_

A: **Contact staff of the Registrar's Office to confirm your identity and have your portal security question reset. Registration@clinton.edu or (518) 562-4124.**

_Q: The student portal gives the following error message:_



A: **The name, social security number and/or date of birth entered are different than the information we have in your official Clinton Community College student record. Carefully and slowly re-try entering your credentials. If the error re-occurs contact staff at the Registrar's Office: Registration@clinton.edu or (518) 562-4124.**

_Reminder: Internet Explorer and Microsoft Edge browsers are most compliant when using our student portal system._