



# Access Your Transcripts in Two Steps:

## STEP 1: LOGIN TO MYNTC

### Know your NTC Student ID? Sign into MyNTC:

1. Visit <https://my.ntc.edu>.
2. Enter your Student ID in the "User ID field" (9-digit NTC Student ID number, ex: 123456789)
3. Enter your Password (first two letters of first name, plus first two letters of last name, plus last four digits of Social Security number, ex: John Doe is jodo9999).
4. Click "Sign In."

### Don't know your NTC Student ID and/or password? Reactivate Account:

1. Visit <https://my.ntc.edu>.
2. Click "Set My Password."
3. Enter your Student ID number or your Social Security number.
4. Enter your Date of Birth and click "Move to Next Step."
  - If you receive an error message saying "No student record was found..." confirm you correctly entered your Student ID or Social Security number as well as your Date of Birth.
  - If no record is found, contact Student Records at 715.803.1137 or 715.803.1023.
5. Verify your info is correct, click "Move to Step 3."
6. Enter your password. Re-enter password.
7. Click "Move to Next Step."
8. Note your NTC email address and login information (User ID: 9-digit NTC Student ID number)
9. Click "Finish" to activate changes.

### UNABLE TO LOGIN?

Contact our registration team by calling 715.803.1646.

## STEP 2: IF YOU'RE ATTENDING NTC, YOUR TRANSCRIPTS ARE ALREADY ON FILE

### Once you've logged into MyNTC, follow these steps:

1. Click "Transcript & Grades" from the left menu navigation.
2. Click "Transcripts."
3. To view and/or print your unofficial transcript, click "Unofficial Transcript."  
*NOTE: You can verify that your grades have been entered by viewing your unofficial transcript.*
4. To request your official transcript, click "Official Transcript."  
*Make sure that your pop-up blocker allows pop-ups.*
5. Click "Begin Order" and follow the prompts to complete your request.

*NOTE: Grades are typically entered by July 1. If you request your official transcript before grades are entered, choose the "hold for graduation" or "hold for grade" options, so you do not receive a transcript without a grade.*

