

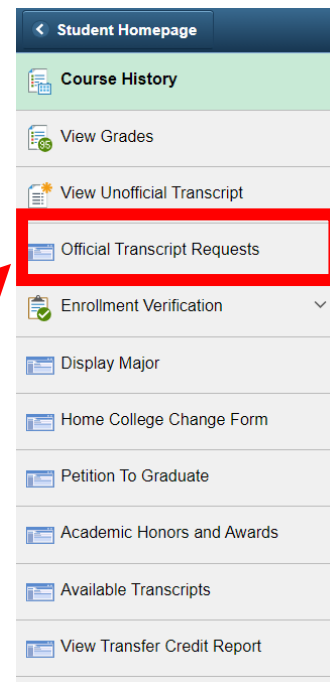


ELAC WSRC

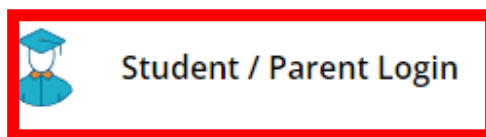
WELCOME & SUPPORT RESOURCE CENTER

如何下载/发送你的官方成绩单

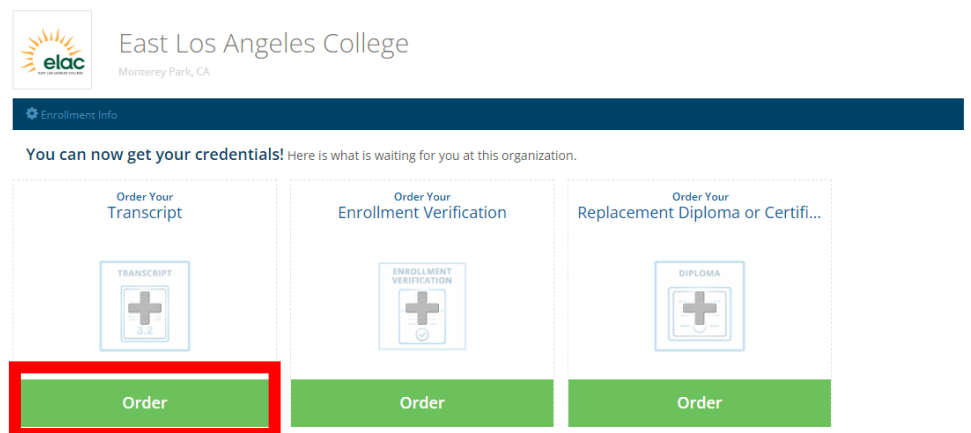
1. 登录你的学生账户: <https://mycollege.laccd.edu>
2. 点击学术记录 (“Academic Records”)



3. 在左手边选择官方成绩单 (“Official Transcript Requests”)
 - ◆ 接下来会跳转到下面的网址:
www.parchment.com/students/how-it-works/
4. 选择登录 (“login”) 然后点击学生登录入口 (“Student/Parent Login”)



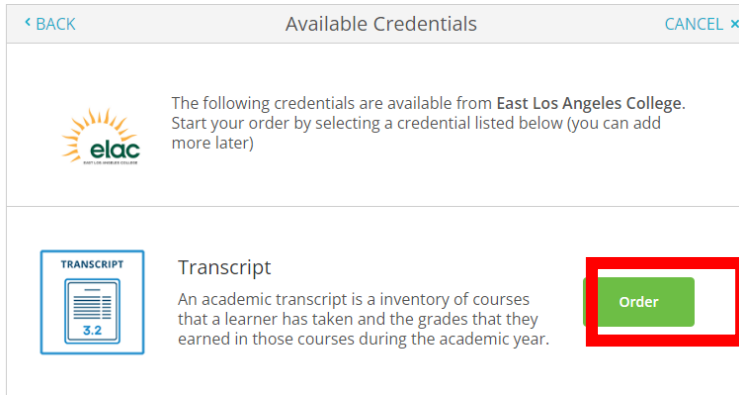
5. 如果你已经有一个Parchment账户, 请登录你的账户
 - ◆ 如果你没有账户, 请选择注册账户 (“Sign Up”)
6. 登录到你的Parchment账户后, 在首页选择下载你的官方成绩单 (“Order Your Transcript”)



7. 填写你的个人信息

- ◆ 如果你不知道你的ELAC学生号码，请联系我们。

8. 下一步选择 (“Order”)



Available Credentials

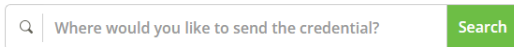
The following credentials are available from East Los Angeles College. Start your order by selecting a credential listed below (you can add more later)

Transcript
An academic transcript is a inventory of courses that a learner has taken and the grades that they earned in those courses during the academic year.

Order

9. 如果你要将成绩单发送给一个机构，如学校或公司，请输入你要发送成绩单的机构名称。

- ◆ 如果你无法搜索出你想要发送成绩单的机构名称，请选择“我要发成绩单给自己或者其他个人” (“I'm sending to myself or another individual”), 然后选择“我要发送我的成绩单给其他个人” (“I am sending this order to another individual”), 然后填入接收成绩单的机构或者个人。



Where would you like to send the credential? Search

10. 确认，签名，然后填写你的付款信息。

- ◆ 官方成绩单(电子版)目前是 \$3 一份。

欢迎中心联系信息:

地点: E1-189

办公电话: 323.780.6800

邮箱: welcomecenter@elac.edu