

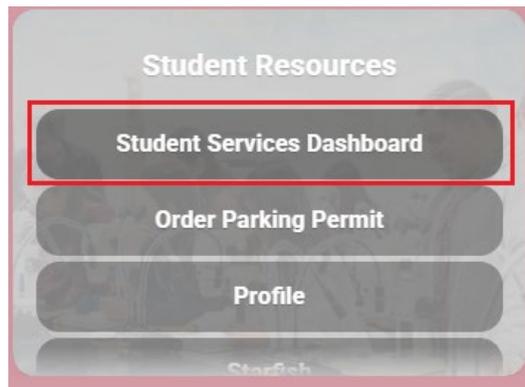
# Uploading Transcript Using a CHROMEBOOK

## STEP 1: MySBCC Dashboard

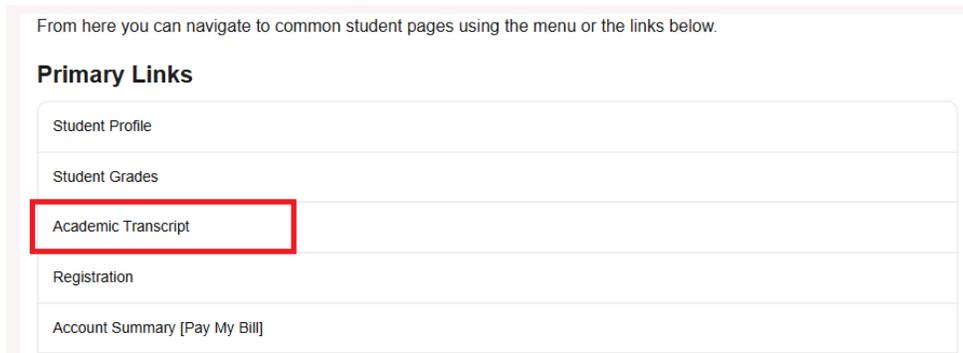
- Under “Student Resources”, click on “Student Services Dashboard”



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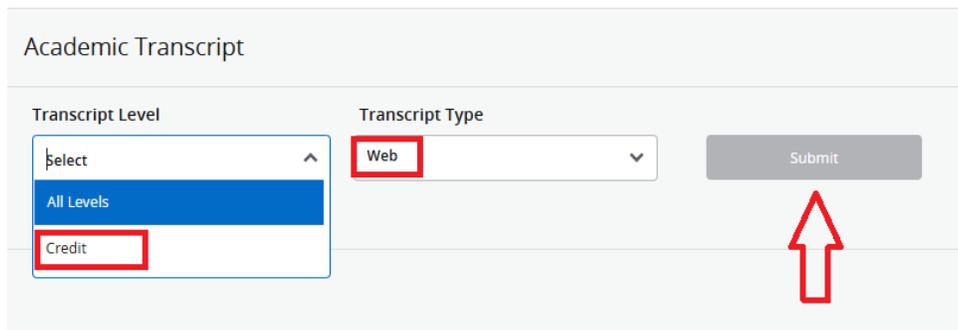


- Click on “Academic Transcript”



- Under Transcript Level, select “Credit” For Transcript Type, select “Web” and submit

[Student](#) • [Academic Transcript](#)

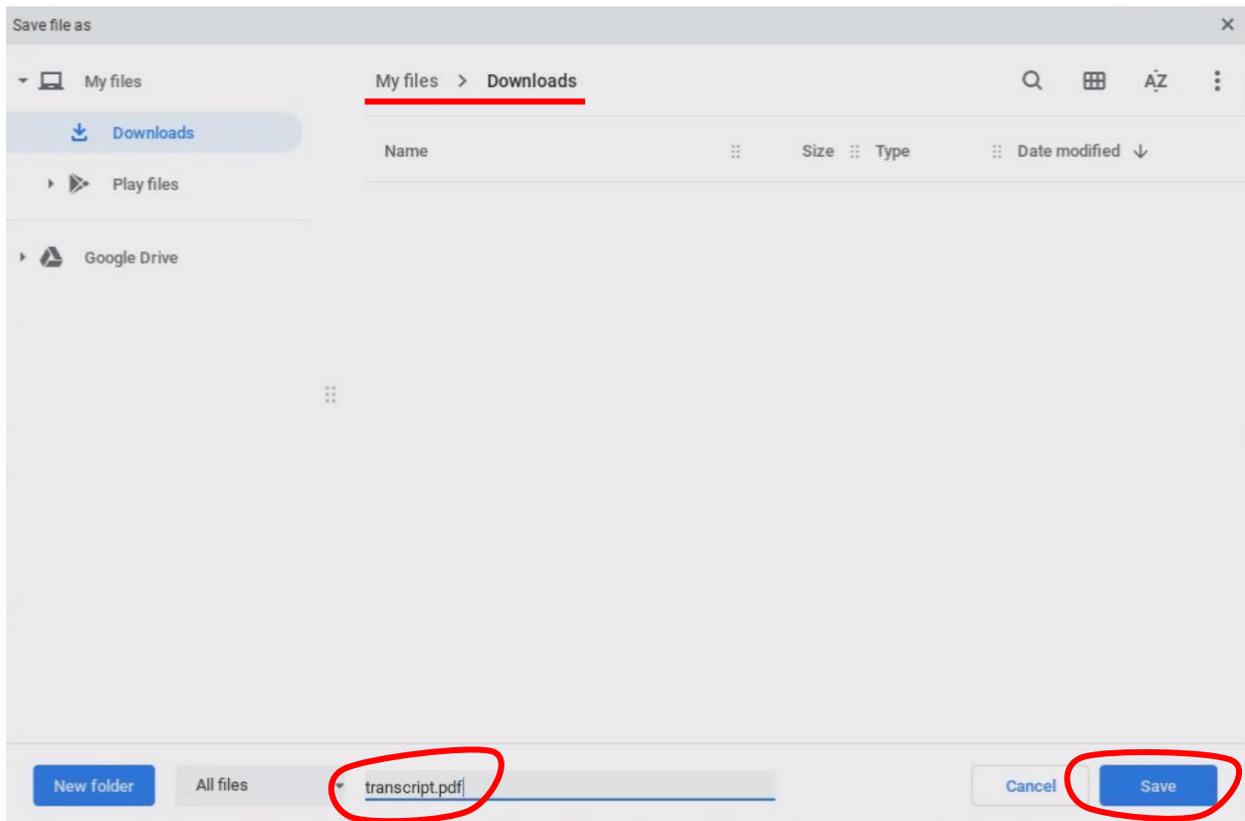


- Click on “Print”



## STEP 2: Saving Unofficial Transcript as a PDF

- A window with the “Downloads” section in “My files” will pop up – Change the file name at the bottom to “transcript.pdf” and click “Save”



### STEP 3A: Upload Unofficial Transcript to your Application as SBCC Student

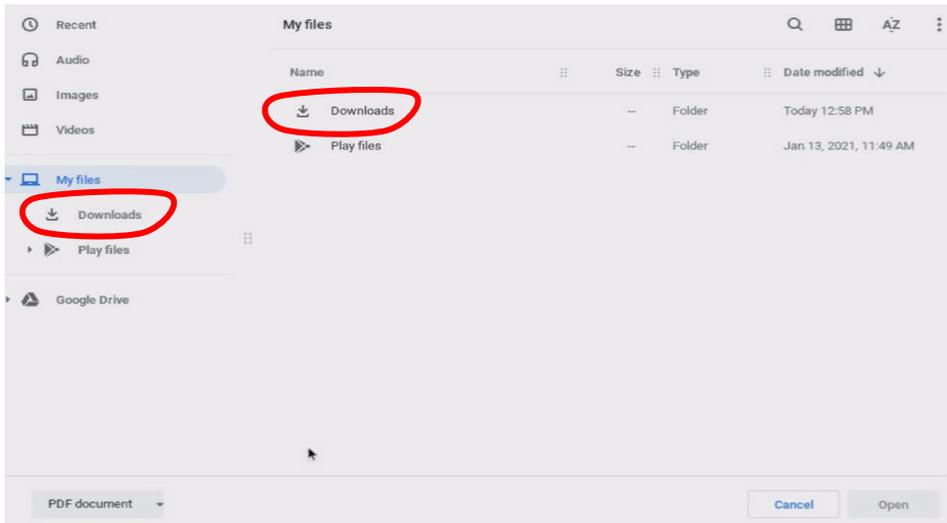
- Go back into your Scholarship Application and scroll down to the Transcript question
- Click on “Choose File” to select your saved PDF of your Unofficial Transcript

Academic Transcript || {Registros académicos}

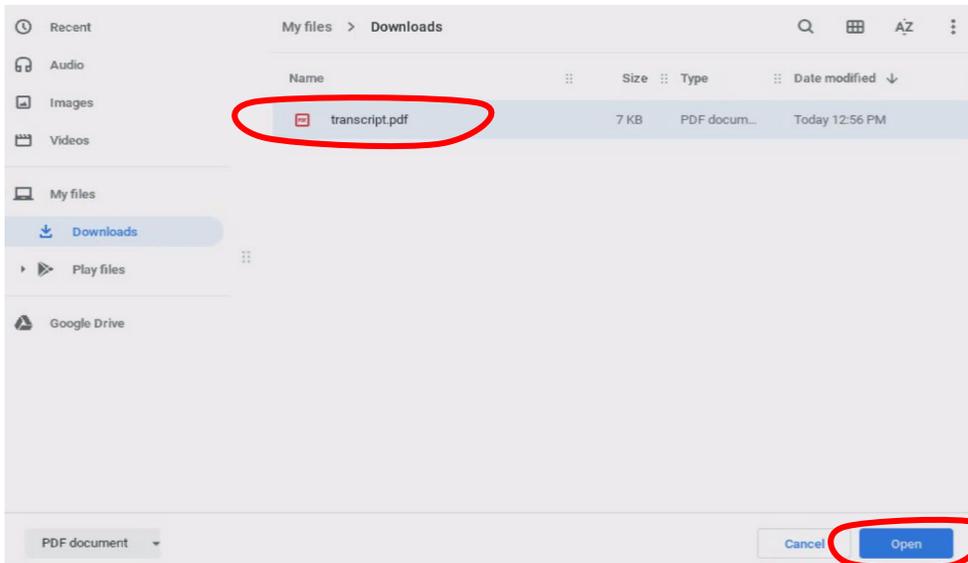
Please attach a PDF copy of your SBCC UNOFFICIAL transcript. || {Por favor, adjunte una copia PDF de su registro NO OFICIAL de SBCC.} \*

Choose File No file chosen

- You will see the screen below – Select the “Downloads” folder from the left hand side, or from the middle



- Next, select your saved Unofficial Transcript and click “Open”



- You will see the that the transcript has uploaded successfully because it will appear in the text box

Academic Transcript || {Registros académicos}

Please attach a PDF copy of your SBCC UNOFFICIAL transcript. || {Por favor, adjunte una copia PDF de su registro NO OFICIAL de SBCC.} \*

Transcript.pdf

### STEP 3B: Upload Unofficial Transcript to your Application as a Non-SBCC Student

- Go back into your Scholarship Application and scroll down to the Transcript question
- Click on “Choose File” to select your saved PDF of your Unofficial Transcript from location in which you saved it

Academic Transcript || {Registros académicos}

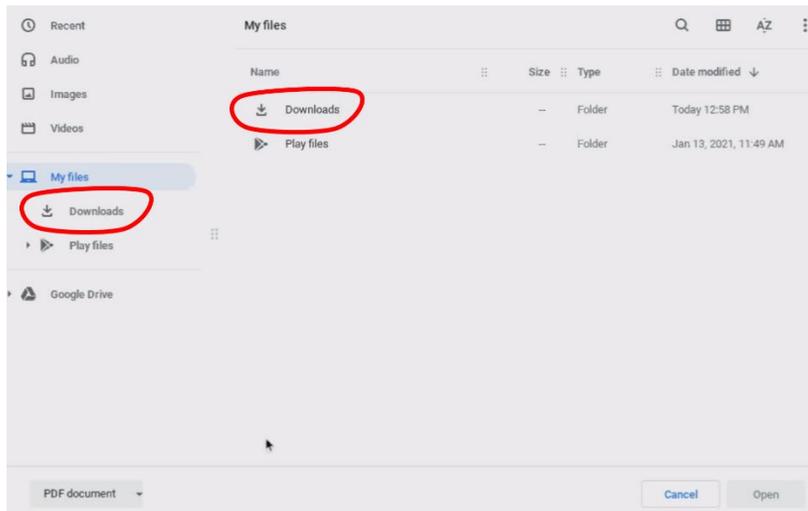
Please input your unweighted cumulative GPA from your unofficial transcript. ||  
{Por favor, indique su GPA acumulativo no ponderado en su registro no oficial.} \*

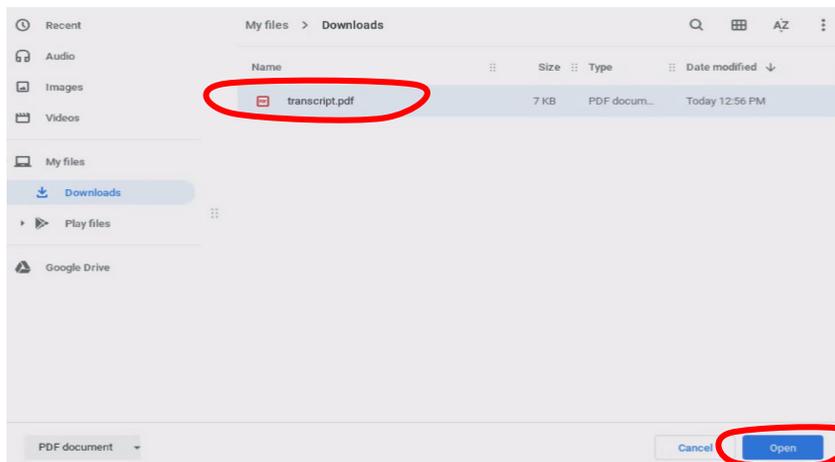
Please attach a PDF copy of your most recent UNOFFICIAL academic transcript. It can be: (1) High School, (2) GED, or (3) transcript from a previous college/university. || {Por favor, adjunte una copia en PDF de su registro académico NO OFICIAL. Puede ser: (1) de la escuela preparatoria, (2) GED, o (3) registro de un colegio/universidad anterior.} \*

Choose File | No file chosen

- You will see the screen below – Select the “Downloads” folder from the left hand side, or from the middle



- Next, select your saved Unofficial Transcript and click “Open”



- You will see the that the transcript has uploaded successfully because it will appear in the text box

Academic Transcript || {Registros académicos}

Please input your unweighted cumulative GPA from your unofficial transcript. ||  
{Por favor, indique su GPA acumulativo no ponderado en su registro no oficial.} \*

Please attach a PDF copy of your most recent UNOFFICIAL academic transcript. It can be: (1) High School, (2) GED, or (3) transcript from a previous college/university. || {Por favor, adjunte una copia en PDF de su registro académico NO OFICIAL. Puede ser: (1) de la escuela preparatoria, (2) GED, o (3) registro de un colegio/universidad anterior.} \*

Transcript.pdf