


Instructions for Requesting Northwood Tech Unofficial Transcripts

The quickest and most convenient way to request unofficial transcripts is through your MyNorthwoodTech portal. Unofficial transcripts contain the same information as an official transcript, are free, and are available immediately through your portal.



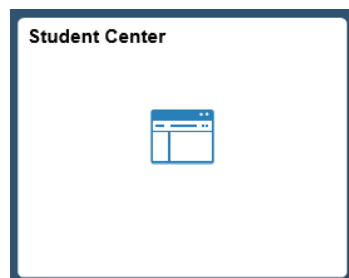
If you do not have an active login and password you must create/reset your MyNorthwoodTech portal access. Go to www.northwoodtech.edu. Click on **Current Students and Staff**, under **Current Students** click on the link for **MyNorthwoodTech**. Click on the **Sign On Assistance** tile. After you have created an account, you will immediately receive an e-mail with your Northwood Tech Student ID and a link to the MyNorthwoodTech Portal. If you have questions or need assistance to access the MyNorthwoodTech portal, please contact Northwood Tech's help desk available online at myhelp.northwoodtech.edu/home or at 715.475.1111.





To log in to your portal, click on **Current Students and Staff**, under **Current Students** click on the link for **MyNorthwoodTech**. Click on the **Sign In** tile. Sign in using your Northwood Tech Student ID and Password and click . The **Student Homepage** will display.

Once you have logged into the portal, follow these steps to request your transcript:

UNOFFICIAL TRANSCRIPTS: Click on the "Student Center" tile found on the **Student Homepage**.



Unofficial transcripts (free of charge) - Click "other academic..." and select *Transcript: View Unofficial* then click . When ordering unofficial transcripts, select *Unofficial Northwood Tech Tscr* as the report type, then click the  button to process the request. This process takes a few minutes to complete. Do not press any other buttons or links while processing is taking place. Be sure you do not have pop-up blockers turned on. This will prevent the transcript from opening.