

How to Obtain Your ACC Transcript

It's easy to get a transcript! If you cannot access myCommNet, [skip to the next page](#).

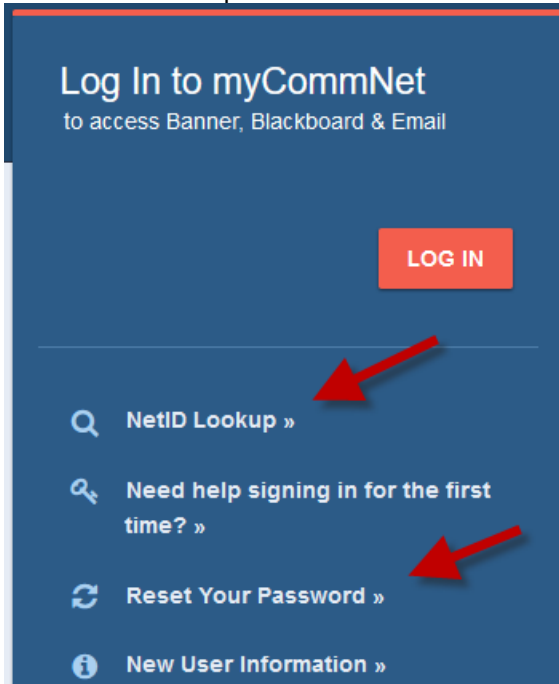
Requesting a transcript via myCommNet is the fastest way!

1. **Log into MyCommNet** at <http://my.commnnet.edu>

- a) Click "Log In"
- b) Enter your NetID and Password

Forgot your NetID and/or Password?

- Use the Lookup and Reset functions on the log in page:



Are you a new myCommNet user?

- Your NetID is your 8-digit student ID number followed by @student.commnnet.edu
Example: 12345678@student.commnnet.edu
- Your initial password is made up of the following
 1. The 1st 3 letters of your birth month (the 1st letter is Capitalized)
 2. The "&" symbol
 3. The last 4 digits of your Social Security Number (Example: Jan&1234)
- You will be prompted to change your password the first time you login. Please follow the guidelines given on how to create a Strong password.

2. Navigate to **Banner Student Self-Service**

3. Choose Asnuntuck Community College if you are a student at multiple schools

4. Select **Student Records**, then **Transcripts**

5. Select Transcripts, then choose Official or Unofficial

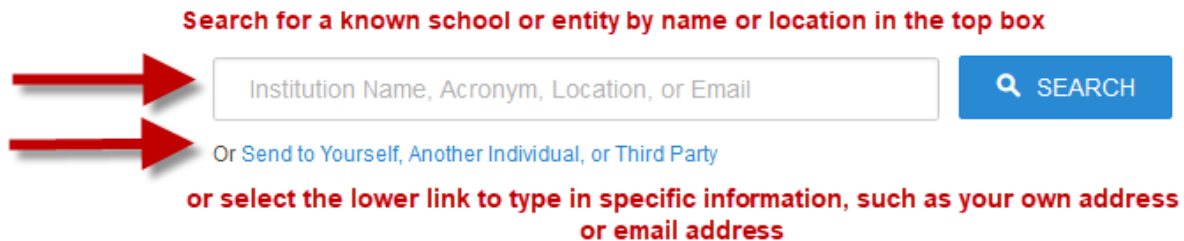
6. If you select **Official Transcript**, click the "**Access the Transcript Ordering Site**" link

7. In the secure **Parchment system**, follow the prompts to order your transcript

Note:

- You may choose an official electronic or paper transcript or both
- There is no charge for transcripts at this time
- You may choose to use Parchment’s Search function to find a school -or- type in the information yourself

Where would you like your document(s) sent?



If you can’t log into myCommNet, you can still request a transcript online:

1. Go to www.asnuntuck.edu/etranscript
2. Select “Create Account” and follow the prompts to create an account in the secure **Parchment** system
-OR-
If you already are a **Parchment** user, enter in your username and password to sign in
3. Follow the prompts to order your transcript. (See “Note” at the top of this page)

Cannot access Parchment? No worries! That happens sometimes when students have attended multiple CT community colleges or have password issues.

If you cannot access the online request systems, you can request that the ACC Registrar’s Office create and send a transcript for you:

1. Complete the fillable PDF [Transcript Request Form](#)
 - a. Hint: Save it to your computer before you fill it out, then save and attach when done
2. Return to AS-Registrar@Asnuntuck.edu
3. Please allow one week for processing during busy periods

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