

COLLEGE CREDIT OPTION
Summer Institute for High School Educators
Accessing Your Bellingham Technical College Transcript

College Credit: 2 credits
Course ID#: ED 299

At the end of the workshop, the instructor will submit your grade (P/F) to the college registrar. Registrar staff will then enter grades into the system. Within 24 hours of grades being entered into the system, your transcript will be available to view/print via the BTC website. We suggest you wait one week before trying to access your transcript.

1. Log onto the BTC website: www.btc.ctc.edu
2. Select *Student Login* – lower left corner/box on home page
3. Select *Unofficial Transcripts/Grades* – will get two options:
 - ❖ Grades (Unofficial Transcript)
 - ❖ Request Official Transcript (if you click on this option you will get a complete set of instructions for ordering both official and unofficial transcripts)
4. You will be prompted to enter your Student ID number and your PIN number. Your PIN number is your birth date. Do not enter hyphens in the number sequence (ex: 072584).

My SID # is: _____