HOW TO PRINT OR ATTACH YOUR DEGREE WORKS AUDIT TO YOUR TRANSCRIPT REQUEST

1. Login in to myCommNet and click on the college link in the Degree Works box (see below) and it will bring you to your Degree Works Audit.



2. In the header of your Degree Works Audit, click the "Save as PDF" button. Once the box opens, you can choose to <u>Print</u> the Audit or <u>Save</u> it as a PDF. In order to attach it to your transcript request, select "Save" and save the file preferably using your first and last name (ex. SmithSally.pdf).

Help	Print	Exception Management	Template Management	Change Password	Log Out	
Find Student ID	It I Name II	Program Major C12CG12 CSCU Transfer: Business	Last Audit Last Refresh 06/04/2018 07/14/2018 at 7:21 pm	\bigcirc		
Worksheets Plans Notes Petitions Exceptions Calc Admin						
Worksheets >	Format:	View Save as PDF Process	New Class History			
History	Student view					
What If			(not	frozen) 🔻		
What If History		Save Save	ve this audit with this new description and fr	eeze status		

3. After you save the file, close the Degree Works Audit tab and click back on the myCommNet tab.

(TURN PAGE OVER FOR MORE INSTRUCTIONS)



8. On the next screen click on "Access the Transcript Ordering Site"

	Northwestern CT Community College				20	
STUDENT RECORDS	FACULTY/ADVISOR SERVICES	REGISTRATION/SCHEDULE	BILLING/PAYMENT	PERSONAL INFORMATION	SELECT Prind a page	
Official Transc	ript				hil 16, 2018,09:02 av	
Home > Student Records > T	ranscripts > Request Official Transcr	pt			50110, 2010 03.02 8	
		REQUEST YOUR O	FFICIAL TRANS	CRIPT		
The Connecticut C transcript to be ser may contect the Office	ommunity Colleges have au t to a College/University or udent Solf Service help desi	thorized Parchment Inc. t other destination of your of at your college if you en	to act as an agent choice. Use the lir counter any issue	for providing official tran the below to navigate to the s while requesting your t	scripts. You can request your he Parchment Inc. website. You transcript.	
Access the Transcript Or	dering Site	,,,		,		

9. This will bring you to the transcript ordering page.

Type in the name of the college you wish to send the transcript and audit to and click the **"Search"** button. On the next page, click the **"Choose File"** button and Select the PDF of your Audit that you saved in step 2. Then Choose **"Other"** from the document type drop down menu and click **"Continue."** Review your order and submit.

Destination:	Document Name:
Central Connecticut State University Admissions New Britain, CT 06050-2439 Continue	eTranscript - \$0.00 Switch to Mall Delivery
Order Options	
Delivery Mode	Elect ronic
Processing Time @	Now Hold for Grades Degree
	Holds are for current term only
Purpose for Transcript (Optional)	
Attachment (Optional)	Choose File No file chosen
te: Email Providers use filtering systems to reduce spam. S ceive. To make sure that your document emails are not filter ceive email from Parchment (parchment.com).	Sometimes, they accidentally filter the email that you want them to pred into "junk" or "bulk" folders, please verify that the recipient can Total \$0,00
Add Another Item	Continue