

Requesting an Official Transcript Using WebConnect

To request an official transcript to be sent to you, another school, employer, or anyone else, please follow the instructions below. To complete the ordering process you **MUST** be able to pay for the \$5 transcript fee using a credit/debit card. If you do not wish to pay by credit card, you will need to request your transcript in writing. **Unofficial copies of your transcripts are available on WebConnect at no-charge.**

Creating Your Account:

Students enrolled since 2001 should have a WebConnect account already established. If you attended prior to that date you will need to call the Enrollment Center at 978-630-9284 so that we can establish your account prior to you ordering your transcript, or you can order using the pdf link.

1. Access the MWCC home page at www.mwcc.edu. Click on “Web Services” at the upper right hand side of the page. Follow the WebConnect link to get to the secure area.
2. Click on the WebConnect link. Enter your ID and PIN at the opening page of the WebConnect system and follow the instructions carefully.
3. To access the secure student record data you will use your student ID number (or your social security number), and your 6-digit PIN (The original PIN is your 6-digit birth date, i.e. May 30, 1970 would be 053070). The first time you access WebConnect you will be asked to change your PIN to any 6-digit alphanumeric code, and create a secret question and answer for use in case you forget your PIN. (If you cannot get access please call the Enrollment Center at 978-630-9284 to have your PIN reset.)

Requesting an Official Transcript:

4. You are now at the Main Menu for WebConnect. Click on the **Student and Financial Aid** link. Click on the **Student Records** link.
5. Click on the **Academic Transcript** link to get to the **Academic Transcript Options** page. To review an unofficial transcript click the submit button.

To request an Official Transcript click the Request Printed Transcript link at the bottom of the page.

If you do not have a credit/debit card, you can get the directions for sending in your request by printing the **Transcript Request Form (PDF)**.

6. At the **Transcript Request Address** page you can request a specific college to where you want the transcript sent by following the **Look Up College Code** link, or have it sent directly to you. Use **the One Of Your Addresses** line to select the address we have for you. If you want the transcript sent to a college not listed or someplace else, you can complete the **Issue to** box. Click Continue.

7. At the **Select Transcript Type** page you **MUST** change the Transcript Type to **Official Web Transcript** using the drop down box. Then you can complete the address to where you wish the transcript sent. Click Continue.
8. At the **Transcript Request Options** page, you can select the number of transcripts you wish, and **MUST** select the **Standard Mailing** option for the drop down box in Delivery Method. Continue.
9. At the **Payment Options** page you **MUST** select **Bill Student's Account** from the drop down box. Continue.
10. Complete the credit card payment procedures following the instructions.
11. Review the **Transcript Request Summary** data, and then click **Submit Request**.
12. Web ordered transcripts are printed twice a week, usually Tuesday and Friday. You can verify that your request was processed by looking at the **Transcript Request Status** from the Academic Transcript Options Page (step 5).

Where can I call for help?

Contact enrollment@mwcc.mass.edu or (978) 630-9284. You can access WebConnect from any location where you have Internet access. Open access computers are located in the lower level of the MWCC library.