

Printing an Unofficial or Requesting an Official Transcript Using WebConnect

WebConnect is now accessed through the iConnect Student Portal. You can find the iConnect icon on the MWCC home page at www.mwcc.edu. If you have not activated your iConnect account and have last attended MWCC on or after 2004, the instructions for activating your account are on page 2 of this document. If you have already activated your iConnect account, follow these instructions to request a transcript. You can have an official transcript sent to you, another school, employer, or anyone else. Unofficial copies of your transcripts can also be printed from WebConnect.

1. Login to iConnect and click on the WebConnect icon.
2. Click on the “Student and Financial Aid” link, the options will include Registration (to register/get class schedule), Student Records (grades/transcript), and Financial Aid. Click on the **Student Records** link.
3. Click on the **Academic Transcript** link to get to the **Academic Transcript Options** page. To review an unofficial transcript click the submit button.
4. To request an Official Transcript click the Request Printed Transcript link at the bottom of the page.
5. At the **Transcript Request Address** page you can request a specific college 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.
6. At the **Select Transcript Type** page leave the Transcript Type set to **Official Web Transcript** using by leaving the toggle set to “Yes.” Then you can complete the address to where you wish the transcript sent. Click Continue.
7. 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. There is no longer a fee for transcripts. Continue.
8. Review the **Transcript Request Summary** data, and then click **Submit Request**.
9. 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).
10. **Where can I call for help?** Contact records@mwcc.mass.edu or (978) 630-9274. 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.

Creating/Activating Your Account:

Required items: Student ID: Your Student Id can be found on your MWCC Student ID card, your tuition bill or by calling MWCC helpdesk at (978) 630-9378.

1. To get your unique MWCC student username and password, access [iConnect](#). Then click on the “Activate your Account” link.
2. You will be required to choose a secret question and provide an answer during the activation process. Please be sure to choose something you will remember. The question and answer will be used to confirm your identity when communicating with MWCC by telephone.
3. At the end of the account activation process your username and password will be displayed. This will be your login and password for Blackboard, WebConnect, Student email, MWCC Computers, and the MWCC Wireless Network. If you need to write down your username and password, please be sure to keep your credentials in a secure location.
4. If for any reason your account activation is unsuccessful please contact the Help Desk at (978) 630-9378 for assistance. MWCC may not have your current information on file.
5. If at any point after activating your account you do not remember your username and/or password please go to [iConnect](#). Then click on the “Forgot your Password” link.