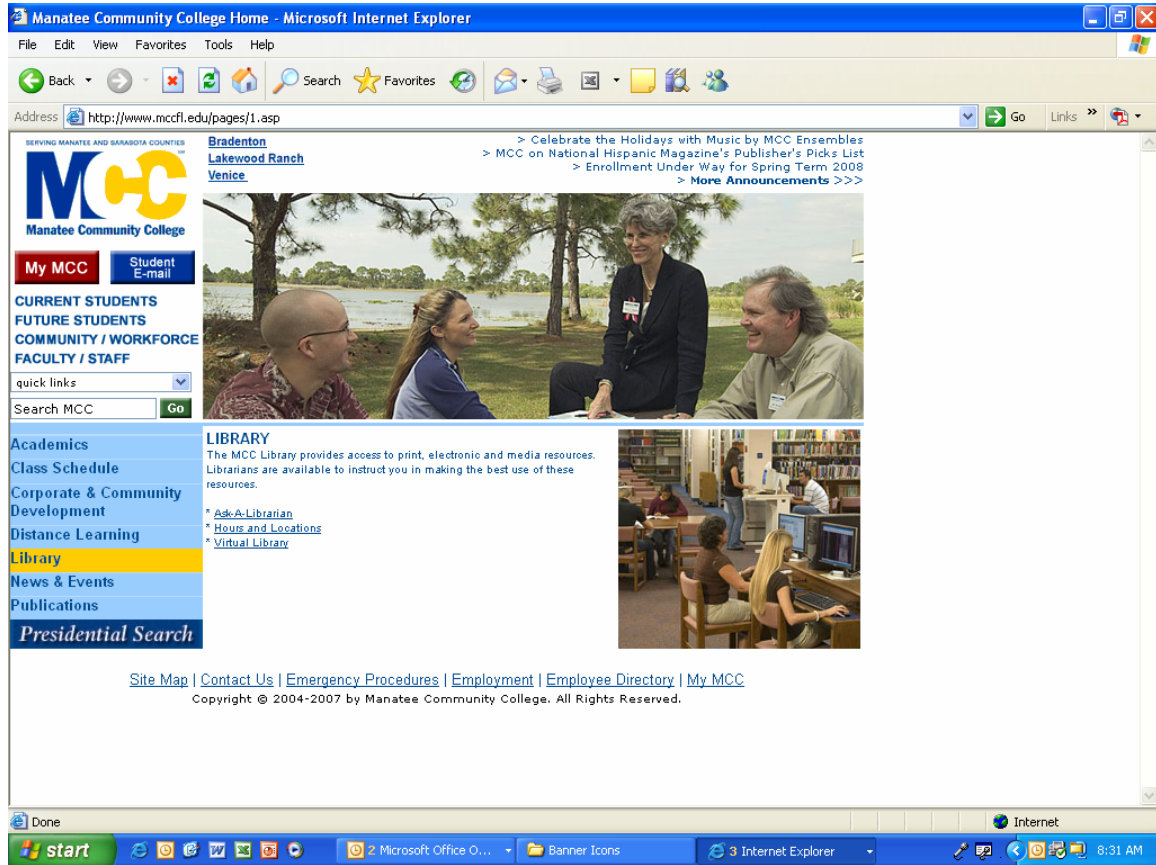


HOW TO GET YOUR FACULTY PROFESSIONAL DEVELOPMENT STUDENT TRANSCRIPTS

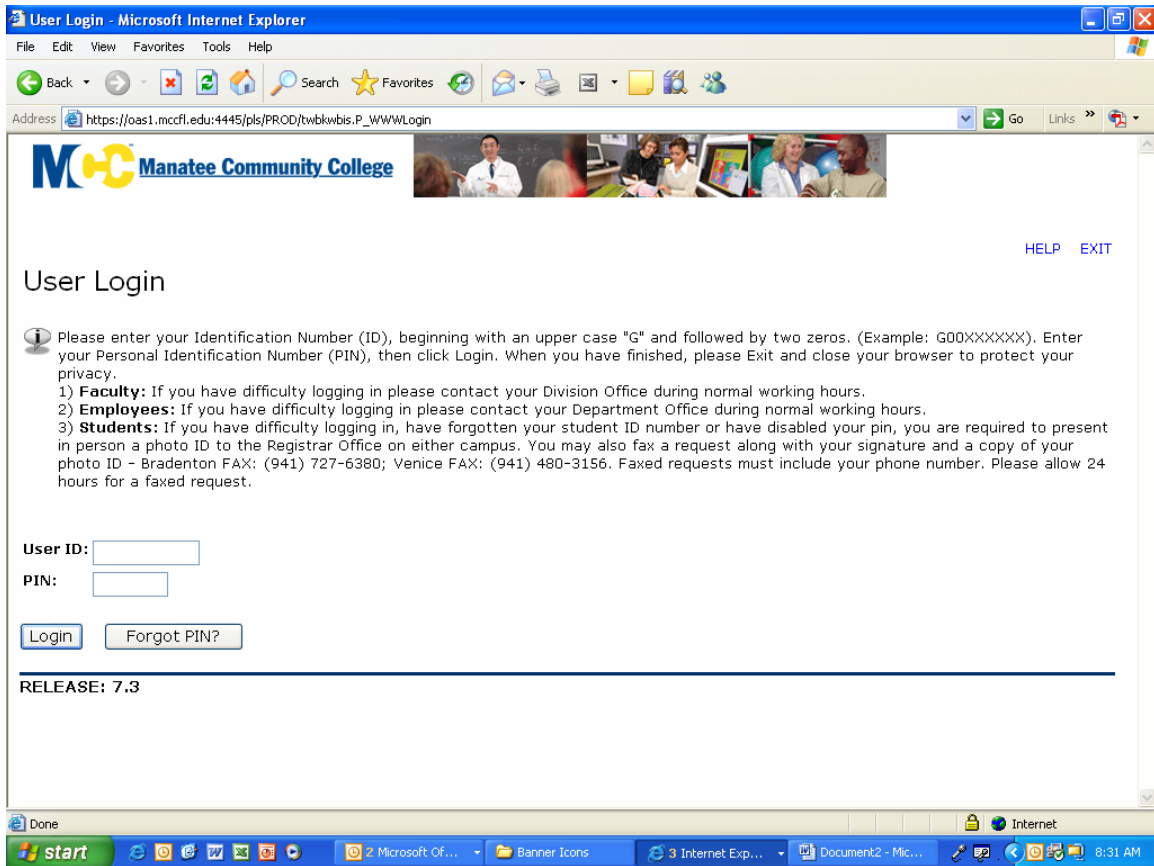
Go to the MCC website.

Manatee Community College Web Site: mccfl.edu

Click on the red My MCC button on the upper left side of the screen.



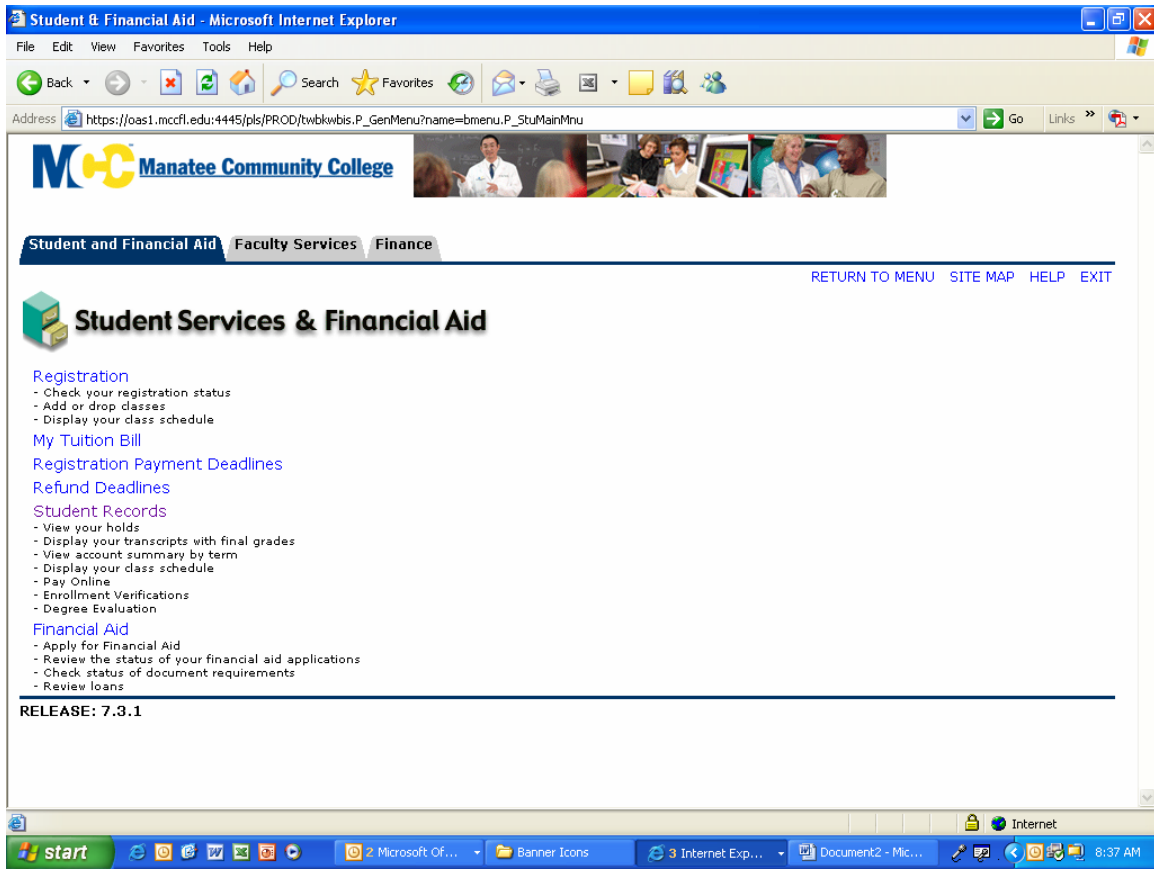
You are now at the Login screen.



Enter your user ID (G00#) and Pin# and then click on the login button at the bottom of the page.

You can now see the main screen with all of your options. Click on Student Services & Financial Aid

Click on Student Records from the options listed.



Choose Unofficial Academic Transcript.



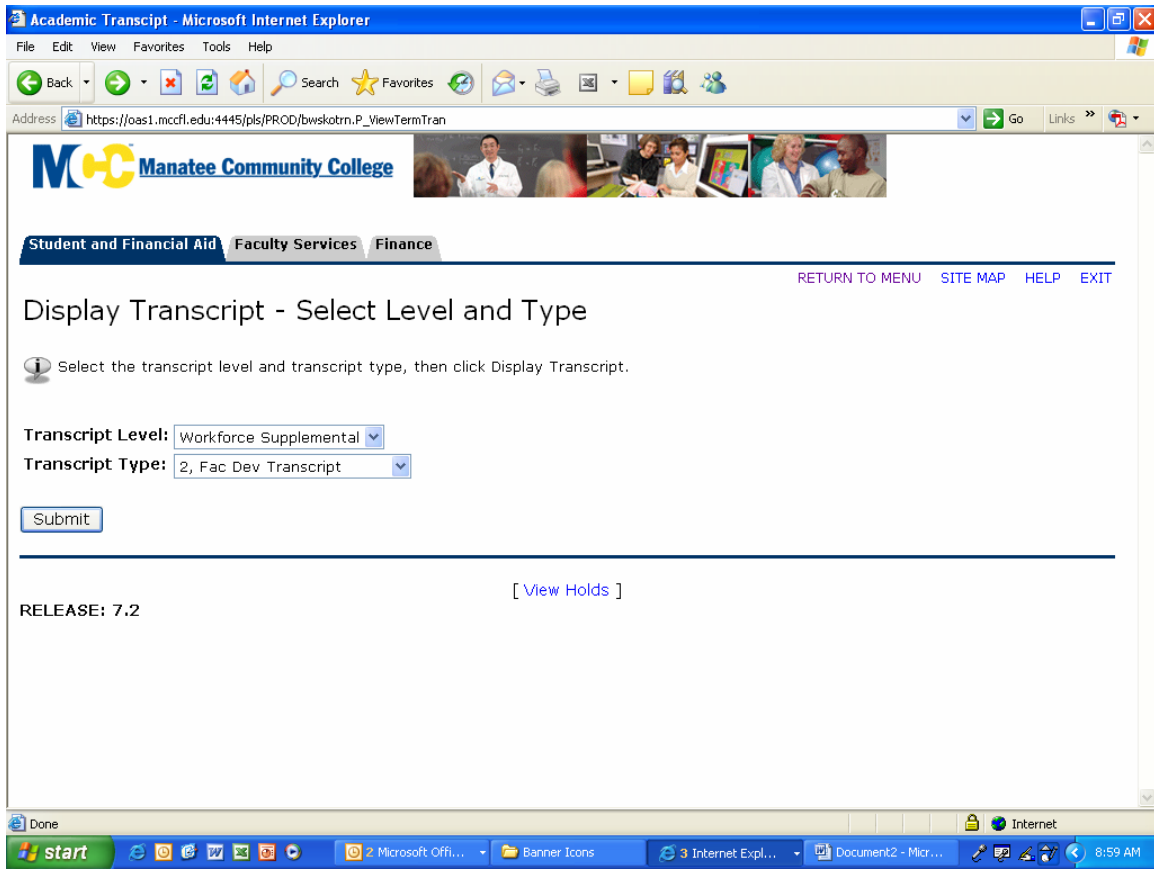
You are now on the Display Transcript – Select Level and Type.

You will need to choose the following for each area.

Transcript Level: Workforce Supplemental

Transcript Type: Fac. Dev. Transcript

Click the Submit button.



You should now see your Unofficial Academic Transcript on your screen.

Note: Faculty Professional Development courses fall under Corporate Community Development so you may see classes for these also.

Choose print option if you want to make a copy for your files.

For any questions, contact:

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