View/Print your Unofficial Transcript
Step 1: Open a browser and go to the BTC website. Click on Current Students > myBTC
Step 2: Click on the ctcLink icon.
Step 3:

Log in to your account.

a) Enter your ctcLink ID and click Next.

b) Enter your ctcLink password and click Verify.
If you are or have been a student at more than one Washington state community college, click the college you want to log in to.

**Step 4:** If you have only been admitted to or attend one college, go to Step 5.
Step 5: Click on “Student Homepage”.
Step 6: Click on the Academic Records tile.
Step 7: Click View Unofficial Transcript.
If you’ve taken classes at more than one college, click the college to see the transcript from that school.

**Step 8:** If you’ve only ever attended one college, go to Step 9.
On this page, you can submit a New Request or View All Requested Reports. For a NEW, up-to-date transcript, click Submit to open the transcript in another window and go to Step 11.

**Step 9:** To view previous transcript requests, click View All Requested Reports and go to Step 10.
To view a previous transcript request, check the box next to the request you wish to view and click View Report.

**Step 10:** The Transcript will only show information as it *was* on the request date. For up-to-date transcript information, you must submit a New Request. See Step 9.
Step 11: Now you can download or print your unofficial transcript!