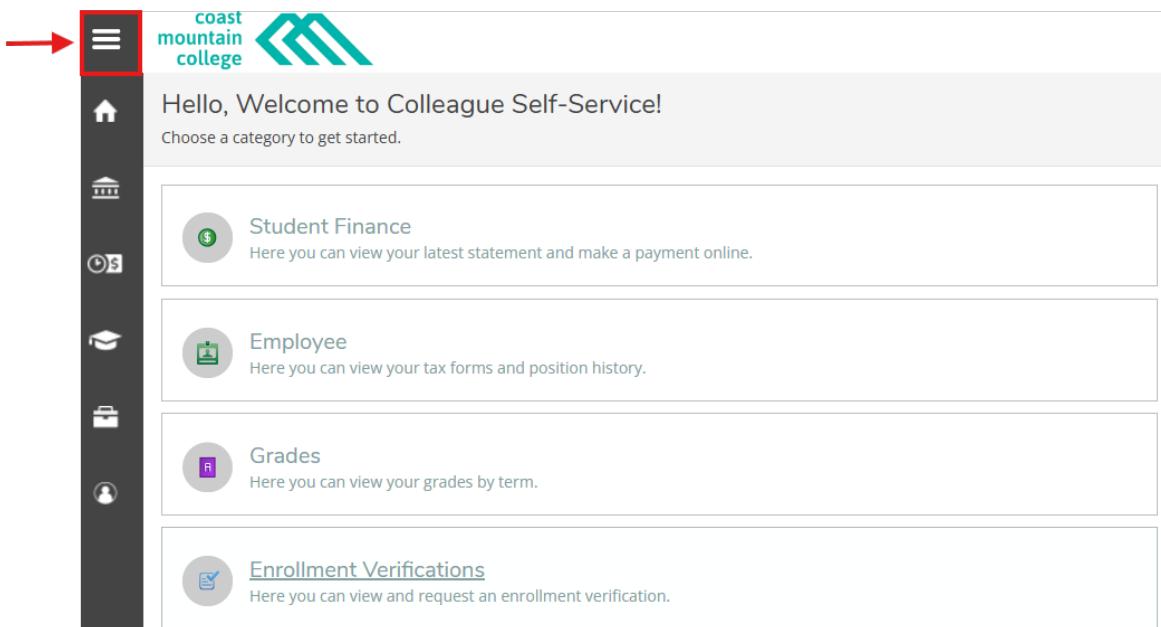
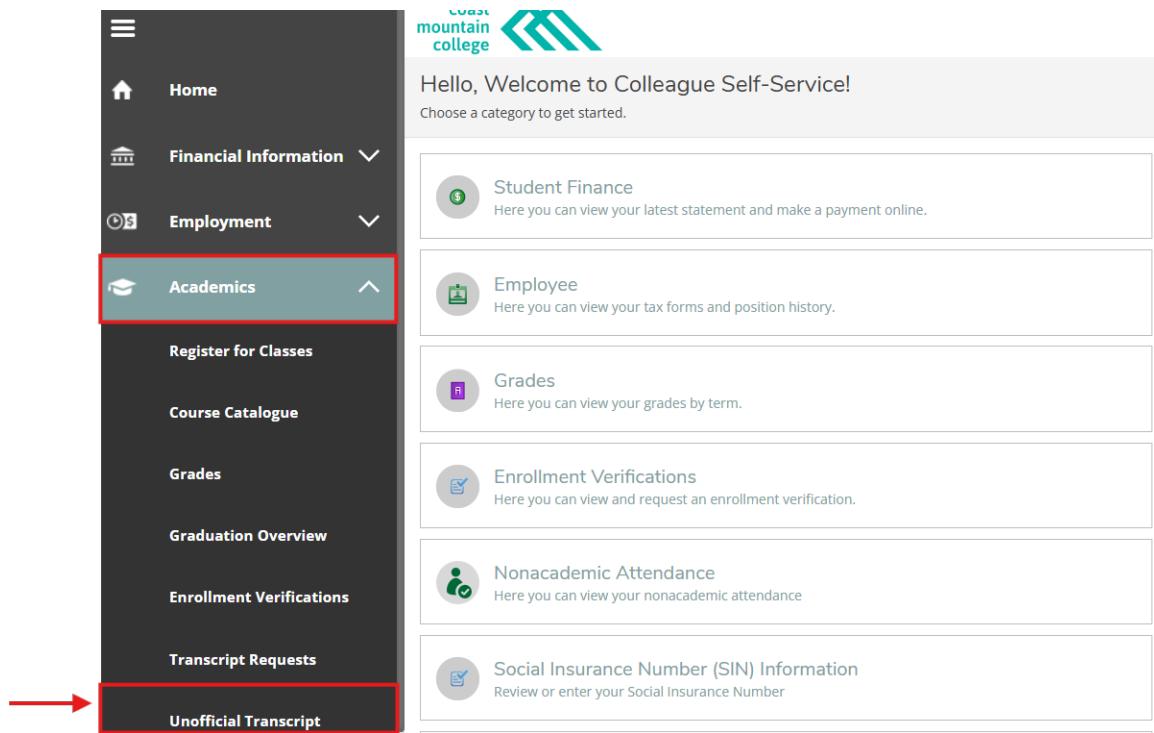


HOW TO DOWNLOAD UNOFFICIAL TRANSCRIPT FROM MYCMTN

1. Log in to your myCMTN account using your college email address and password (same log in details as your Brightspace and MS365). If you don't know your username and password, please contact info@coastmountaincollege.ca.
2. Once you're in, click the three horizontal lines (also known as the menu icon) located in the upper-left corner of the portal.



3. Under “ACADEMICS”, select “UNOFFICIAL TRANSCRIPT”.



The screenshot shows the Colleague Self-Service interface for Coast Mountain College. On the left, a dark sidebar menu is open, showing the following categories:

- Home
- Financial Information
- Employment
- Academics** (highlighted with a red box and an arrow pointing to the 'Unofficial Transcript' link)

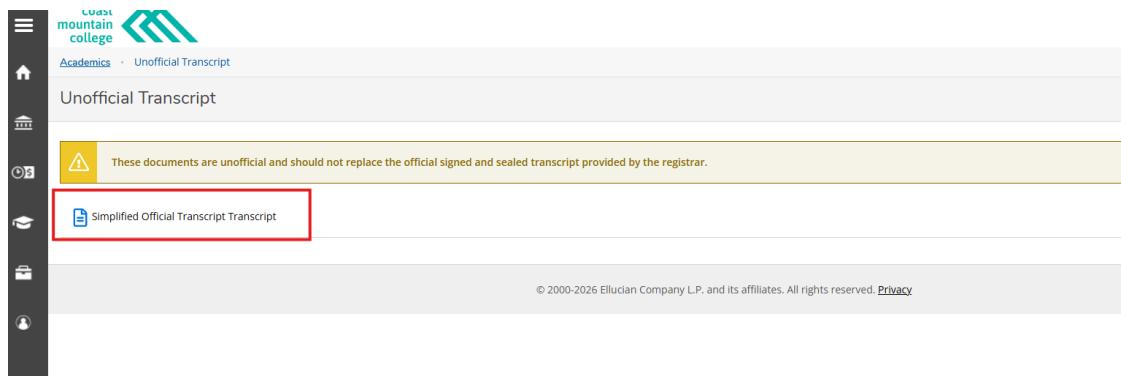
Under the 'Academics' menu, the following sub-links are visible:

- Register for Classes
- Course Catalogue
- Grades
- Graduation Overview
- Enrollment Verifications
- Transcript Requests** (highlighted with a red box)
- Unofficial Transcript** (highlighted with a red box)

The main content area on the right displays a list of services:

- Student Finance: Here you can view your latest statement and make a payment online.
- Employee: Here you can view your tax forms and position history.
- Grades: Here you can view your grades by term.
- Enrollment Verifications: Here you can view and request an enrollment verification.
- Nonacademic Attendance: Here you can view your nonacademic attendance.
- Social Insurance Number (SIN) Information: Review or enter your Social Insurance Number.

4. From there, you can download a PDF copy of your Unofficial Transcript.



The screenshot shows the 'Unofficial Transcript' page for Coast Mountain College. The top navigation bar includes the college logo and the text 'Academics - Unofficial Transcript'.

The main content area is titled 'Unofficial Transcript'. A yellow warning box contains the text: "These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar." Below this, a red box highlights a link labeled "Simplified Official Transcript Transcript".

At the bottom of the page, a footer note reads: "© 2000-2026 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".