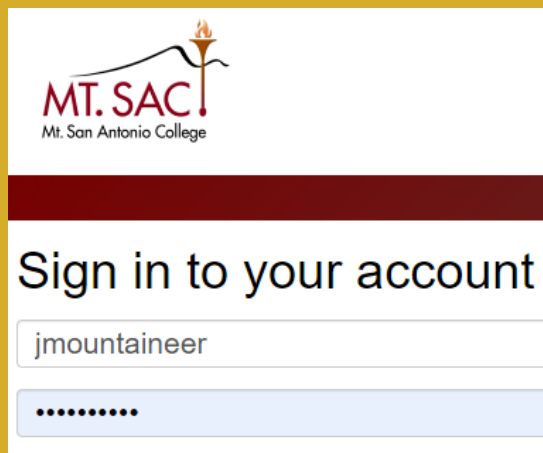


How to order official MT. SAC TRANSCRIPTS

Portal Access

1 Log in: inside.mtsac.edu



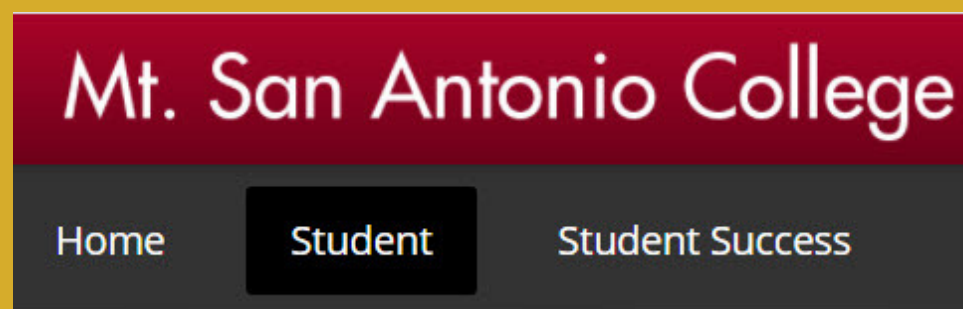
MT. SAC!
Mt. San Antonio College

Sign in to your account

jmountaineer

.....

2 Go to: [Student Tab](#)



3 Select:

#19 Request Official Transcript

Without Portal Accesses

1 Go to: [Credentials Solutions/
parchment transcript
ordering webpage](https://www.credentials-inc.com/tplus/)

[www.credentials-inc.com/tplus/?
ALUMTRO001245](https://www.credentials-inc.com/tplus/?ALUMTRO001245)



2 Follow the instructions to
process order for
transcripts

Admissions & Records

909-274-4415

REMINDERS

- Be prepared to have the name, address, city, state, and zip code for where the transcripts will be mailed
- Order transcripts early
- If you have submitted a *Petition for Academic Renewal*, check the unofficial transcript (#18 in your student of the Mt. SAC portal) for the letter "Z" next to substandard grade (e.g. FZ) before ordering an official transcript.

F E E S

- **STANDARD:** Students are allowed two free transcripts; after that, each standard transcript will cost \$5.00. Allow 3-5 working days for processing.
- **RUSH:** Transcripts cost \$10 each, and will be processed within 1-2 working days AFTER RECEIPT OF SIGNED AUTHORIZATION.
- **PDF DELIVERY:** A PDF file of the official transcripts may be sent via email. The fee is \$0.60 in addition to the transcript processing fee.