

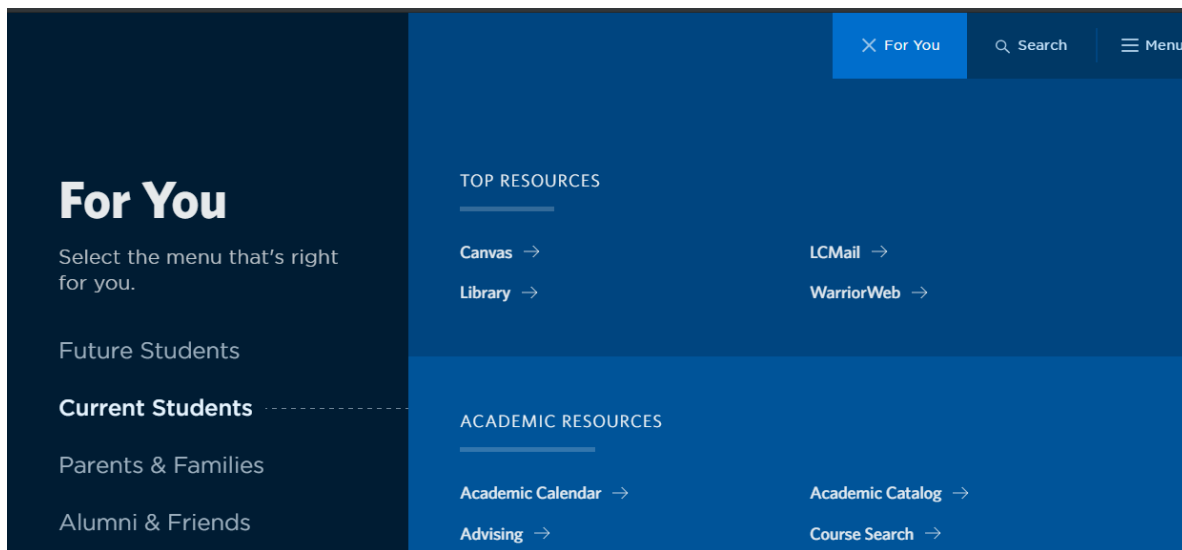
Unofficial Transcript Procedure

Students may obtain their unofficial LC State transcript through one of the following two ways:

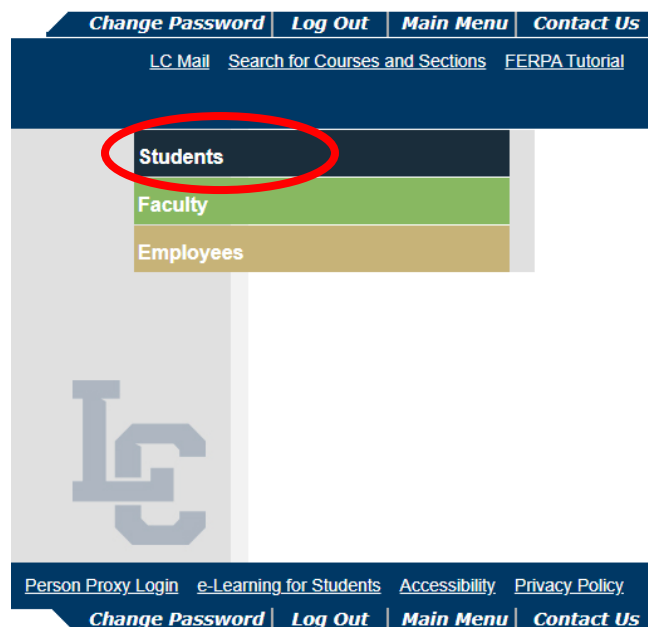
1. Students may come to the Registrar's Office with photo identification and \$1.00, and the Registrar's Office will print their transcript for them.

OR

2. Students can log into WarriorWeb and access Student Planning. The link to WarriorWeb is found under the "For You" → Current Students tab at lcsc.edu.



- a. Once students have logged in to WarriorWeb, they will click Students. For students who are logging in for the first time, the username is the first part of their LCMail account and the password is the student's eight-digit birthday. If you do not know your LCMail, please contact the Registrar's office at (208) 792-2223. After logging in, WarriorWeb may prompt the student to change their password.



- b. Then students will click “Student Planning and Registration” under Academics. This will route students to a different page called Student Planning.

The following links may display confidential information.

The screenshot shows the 'Academics' menu on the WarriorWeb portal. The menu items are:

- [Student Planning and Registration](#) (circled in red)
- [Transfer Equivalency Report \(new look\)](#)
- [Grades/Enrollment Confirmation](#)
- [Enrollment Verification](#)
- [Apply to Graduate \(new look\)](#)
- [Request an Official Transcript](#)
- [Transcript Request Status](#)
- [Admission Status and Acceptance Letter](#)

Other visible menu items include:

- Student Accounts**
 - [View or Pay my Student Account \(new look\)](#)
 - [Projected Fees by Term \(new look\)](#)
 - [Tax Information \(new look\)](#)
 - [My Banking Information \(U.S.\)](#)
 - [Annual Statement to use with 1098-T Forms](#)
- Financial Aid**
 - [Manage my Financial Aid](#)
- User Options**
 - [Address/Contact Information \(new look\)](#)
 - [View/Add Proxy Access](#)
 - [My Agreements \(new look\)](#)

At the bottom of the page, there is a navigation bar with links: [Change Password](#), [Log Out](#), [Main Menu](#), [Students Menu](#), and [Contact Us](#). The **WarriorWeb** logo is also present.

- c. In Student Planning, students will go to the left side of the page to the graduation cap icon.

The screenshot shows the 'Student Planning' page. On the left side, there is a vertical navigation bar with several icons. The graduation cap icon is circled in red. The main content area displays a grid of service tiles:

- Student Accounts**: Here you can view your latest statement and make a payment online.
- Financial Aid**: Here you can access financial aid data, forms, etc.
- Tax Information**: Here you can change your consent for e-delivery of tax information.
- Student Planning**: Here you can search for courses, plan your terms, and schedule & register your course sections.
- Grades**: Here you can view your grades by term.
- Graduation Overview**: Here you can view and submit a graduation application.

At the bottom of the page, there is a copyright notice: © 2021 Lewis-Clark State College [Privacy](#).

- d. The last item on this menu is the link to the unofficial transcript. Students can view, download, and print their transcript.

The image shows a student portal interface. On the left is a dark grey sidebar menu with the following items: Academics (with an upward arrow), Student Planning (with a downward arrow), Course Catalog, Grades, Graduation Overview, Withdraw From a Term, Enrollment Verification, Transfer Summary, Canvas Login, Registration Information, Test Summary, and Unofficial Transcript (highlighted in blue). The main content area is light grey and features the text 'STATE COLLEGE' at the top. Below that, it says 'Hello,' followed by 'Choose a category to get started.' There are three white boxes with icons and text: 'Student Accounts' (with a dollar sign icon) with the text 'Here you can view your latest statement and make a payment online.', 'Tax Information' (with a document icon) with the text 'Here you can change your consent for e-delivery of tax information.', and 'Grades' (with a document icon) with the text 'Here you can view your grades by term.' At the bottom right of the main area, there is a copyright notice: '© 2021 Lewis-Clark'.