

How to Access Your Grades and Unofficial Transcript Online

- 1. Access Helena College's website at <u>www.HelenaCollege.edu</u>.
- 2. Click on the "Student Portal" link located in the upper right corner of the screen.

\$ (406) 447-6900	🔀 admissions@helenacollege.edu				Q Staff/Faculty [Directory Portals -
■ MENU		Explore Programs	Admissions	Paying For College	Registration & Transo	Student Portal Employee Portal

3. Click the "MyHC" link below to login:

(406) 447-6900	admissions@helenacollege.edu		Q Stat	IFaculty Directory Portais +
	LENACOLLEGE	Explore Programs Admissions	Paying For College Registration	& Transcripts APPLY NOW
Students				
Helena College > Stude	nts			
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Student Forms	Web Print	Library Learning Hub	Business Services	Campus Safety
	TB	(Constant)	۲	
Password Manag	er MS Teams	Q-365 Apps	Wellness and Counseling	

4. Enter your NetID and Password.*

NetiD	
hcs#	
Password Look up my NetiD	
I don't know my password	Member Services
Le Sign In	
	helenacollege.edu
New User?	An authentic NetID account is required for access to member services.
A new NetID account must be activated prior to use. Click the Activate My NetID button to lookup your NetID, set your password	
and security settings.	
Activate My NetiD	

*Note: If this is your first time using this service, you are required to Activate your NetID. After successful activation, you will be able to access Student Email, Moodle, MyHC and Password Manager. If you do not know your NetID follow the links from Student Portal to Technical Support-IT Department-Students and select "Look up NetID." Or select "I don't know my Password" to reset your password if you know your NetID.

 Once in your MyHC select the "Unofficial Transcripts – Academic Transcript" link on the Student Profile landing page. You can also view your Midterm Grades, Final Grades, and Account Summary by Term.



6. Select the Submit button. You can also view your Holds.

