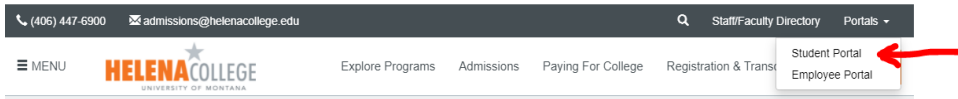
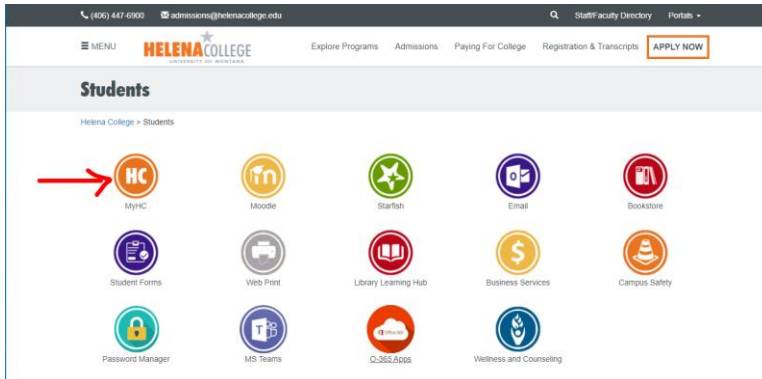


How to Access Your Grades and Unofficial Transcript Online

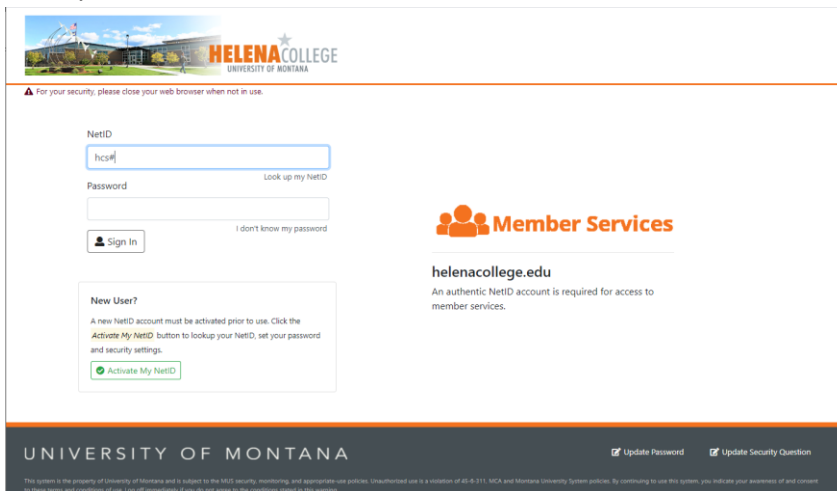
1. Access Helena College’s website at www.HelenaCollege.edu.
2. Click on the “**Student Portal**” link located in the upper right corner of the screen.



3. Click the “**MyHC**” link below to login:

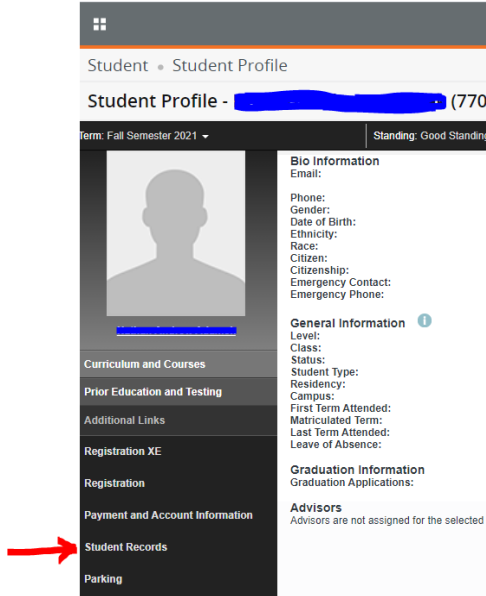


4. Enter your **NetID** and **Password**.*



***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 “Forgot Password” to reset your password if you know your NetID.

5. Once in your MyHC select the “**Student Records**” link on the Student Profile landing page.



6. Select the “**Academic Transcript**” link from the Student Services tab to view your unofficial transcript. Select the Submit button. You can view your **Holds**, **Midterm Grades**, **Final Grades**, and **Account Summary by Term** from the Student Services tab.

