1. Go to http://m.4cd.edu (or the InSite app) and sign in using your username and password.

2. Click on the “Grades-Transcripts” tile, and then on “Official Transcript”.

3. Select which campus you would like to order a transcript from.

4. CAREFULLY read the information on the following page. This is important information regarding the transcript ordering process, and pricing. Once you are ready to proceed, select “Begin Order”.

5. Complete the student information and contact information sections. Continue to the next page.
6. Select your desired speed of delivery. When ordering online, you have the option of standard or rush processing. Express transcripts must be requested in person, and have an additional fee.

7. Select your primary reason for ordering and continue on to the next page. *Note: Check the box if you attended DVC before 1999.*

8. Choose your recipient type. You can have transcripts mailed directly to the college of your choice, or to your home address.

9. On the summary page, review and verify that all information is correct.

10. If you need to pay for your transcript request, enter your credit card information on the next screen, submit your request, and print a receipt.