

How do I view my unofficial transcripts?

Step 1:

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

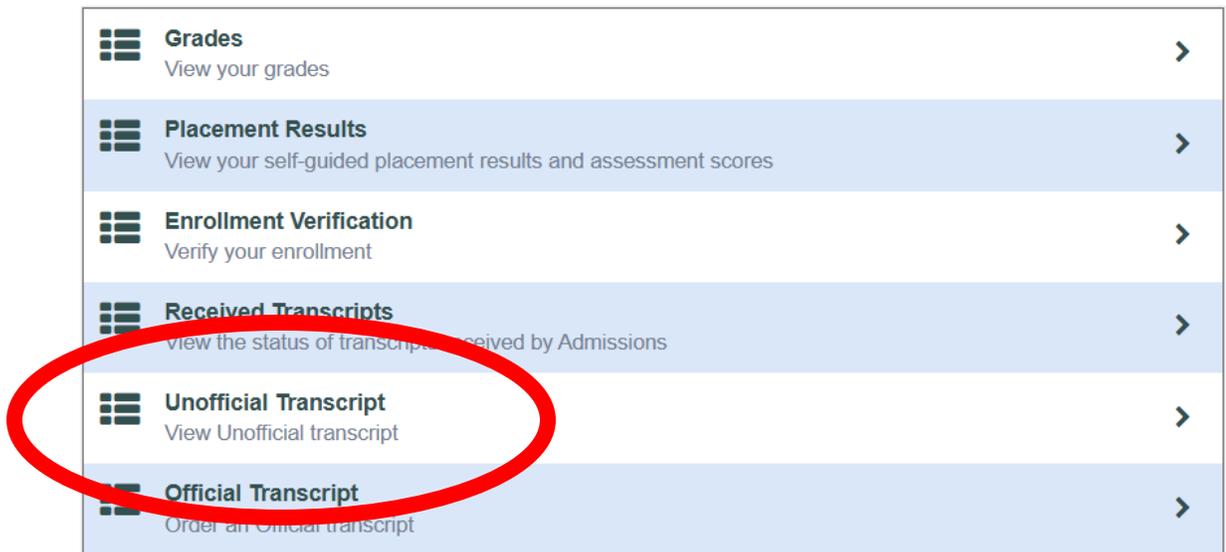
Step 2:

On Insite, click on the “Grades-Transcripts” tile.



Step 3:

On the drop-down menu, click “Unofficial Transcript.”



Step 4:

On this page, click on “District Academic History Transcript.” A PDF file of your unofficial transcript will be downloaded for you to access.

The screenshot shows a web page titled "Unofficial Transcript" under the "Academics" section. A yellow warning banner states: "These documents are unofficial and should not replace the official signed and sealed transcript provided by the registrar." Below this, a paragraph explains that the transcript covers records from 1999 to the present for three colleges in the Contra Costa Community College District. It provides contact information for Contra Costa College (510) 215-6027 or admissions@contracosta.edu, Diablo Valley College (925) 685-1310 or admissions@dvc.edu, and Los Medanos College (925) 473-7500 or admissions@losmedanos.edu. A link labeled "District Academic History Transcript" with a document icon is circled in red. The footer contains the copyright notice: "© 2000-2025 Ellucian Company L.P. and its affiliates".