

HOW TO ACCESS YOUR WMCC TRANSCRIPT ON SIS

To access your WMCC transcript, you will have to log in to the Student Information System (SIS).

How do I log in to (SIS)?

Go to the White Mountains Community College homepage (www.wmcc.edu).

1. Click the **Student Info System (SIS)** link on the left.
2. Click **Enter Secure Area**.
3. Enter your WMCC ID#.
 - i. Your User ID is your Social Security Number. *Do not enter any dashes, slashes, or spaces in your social security number.*
4. Enter your SIS PIN.

A. If this is your first time logging in:

- ii. Your SIS PIN is your 6-digit date of birth (mmddyy). For example, if you were born on April 10, 2009, your pin would be 041009. *Note that there are no dashes, slashes, or spaces in the PIN.*
- iii. Click **Login**
- iv. You will receive a message that your PIN has expired and you will be prompted to change your PIN.
- v. When prompted for **OLD PIN**, type in your initial six digit date of birth. For **NEW PIN**, type in a six-digit number (exactly six digits, no letters!). The system does not allow you to reuse your original birth date. Then re-enter that same number again to verify it. **Click Login**.
- vi. **Set up Security Question.**

On your initial login, you will be prompted to set up a security question. Type in a **simple question** to which only you know the answer. Type in a **one word answer** to the question. **Please keep the answer free of punctuation, numbers, and dates.** In the future, if you forget your PIN you can enter your User ID and click on the FORGOT PIN? button (You may have to scroll down to see this button.) on the Login Page. You'll be prompted with your security question and then you'll need to enter your **EXACT** answer. Once answered correctly, this feature will allow you to reset your own PIN.

B. If this is NOT your first time logging in:

- vii. Your PIN is the 6-digit number you chose when you first logged in. If you forget what your PIN is, click FORGOT PIN?**
 - viii. You will be prompted to remember your PIN with the security question you set up when you first logged in.**
- 5. Click on Student.**
 - 6. Click on Student Records.**
 - 7. Keep the default choices for Transcript Level (All Levels) and Transcript Type (Unofficial Web Transcript) and click Submit.**
 - 8. You can also request an official transcript by scrolling to the bottom of the page and clicking on Request Transcript. Your first two transcripts are free. Additional official transcripts are \$3 each. If you are requesting more than 2 transcripts, you will be asked to provide credit or debit card information to pay for the additional transcripts.**