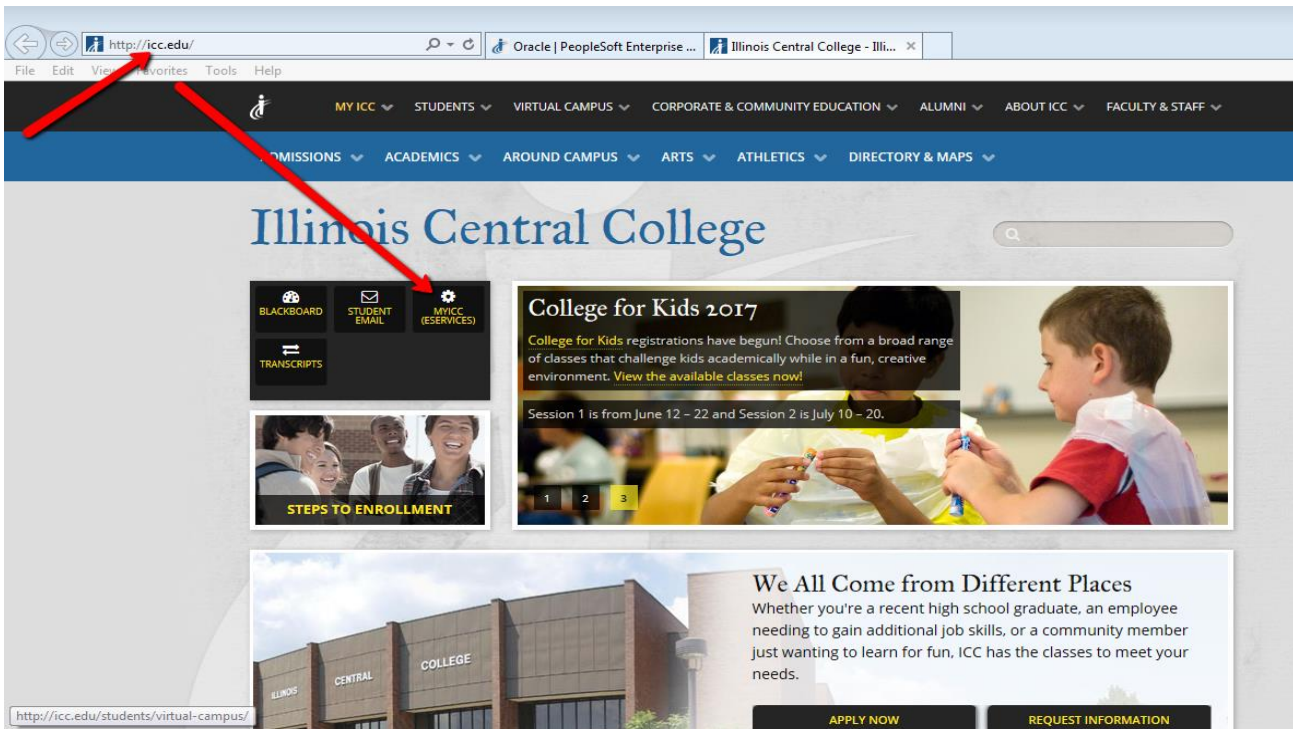


To request a Transcript - Start from the icc.edu website – click on the icon for Eservices.

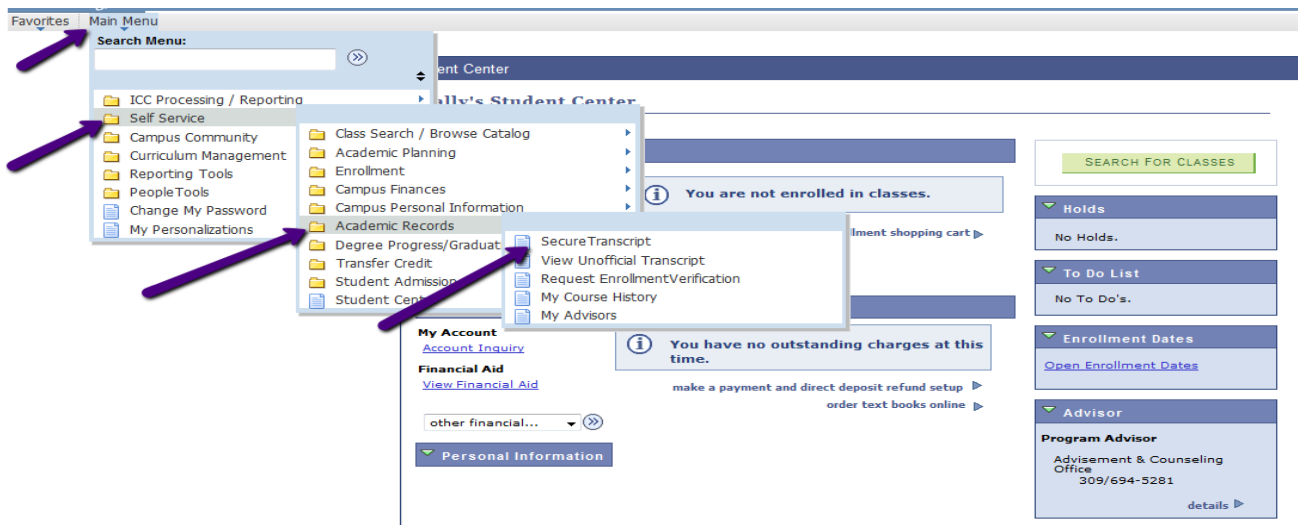
Use Firefox for your browser.



If you need assistance with acquiring your ID number, username, or resetting your password, contact the **ICC Help Desk at (309) 694-5457.**

Log into Eservices with your User ID/Username and Password, then follow this navigation.

Main Menu - Self Service - Academic Records - Secure Transcripts



Select “Begin Order” and then follow the prompts for each page. This will include your electronic signature.

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Your session will time-out after 60 minutes of no activity

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- ▶ Pricing and Payment
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Complete all the pages, and click on submit/finish. You will receive an order confirmation via text or email to confirm the completed order.

If you would also like to print an [unofficial transcript](#), you can follow these same navigation steps and instead of using ‘secure transcript’, you can enter ‘view unofficial transcript’.

For further assistance or if you have questions regarding your transcript request, call Credentials call 1-847-716-3005.