

Instructions to Request for Noncredit Transcript

Step 1: Log in to MyPortal

FOOTHILL-DE ANZA Community College District

FOOTHILL COLLEGE

DeAnza College

Secure Login

Campuswide ID:

Password:

Submit Reset

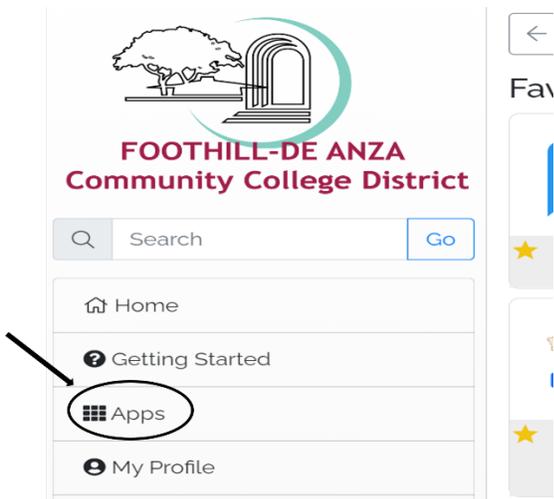
MyPortal is your secure gateway to a variety of online services for employees. Get connected and explore!

What is my campuswide ID?
I don't know my password.

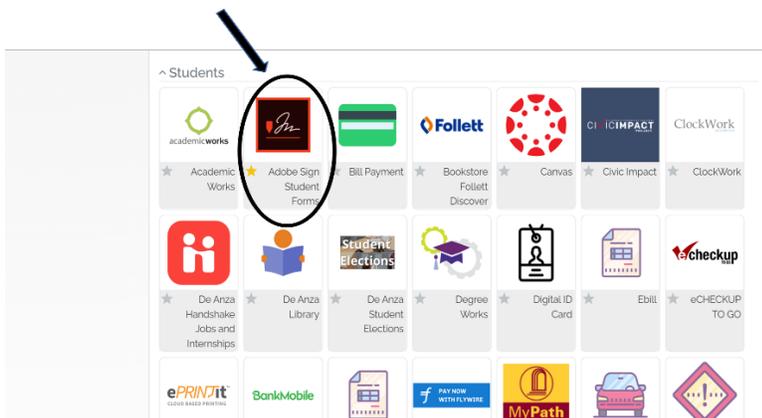
MyPortal has a new look! Click here to see what is new be...
PRIVACY ALERT Make sure you read this privacy alert notice before log...

What's Inside? First Time Logging In?

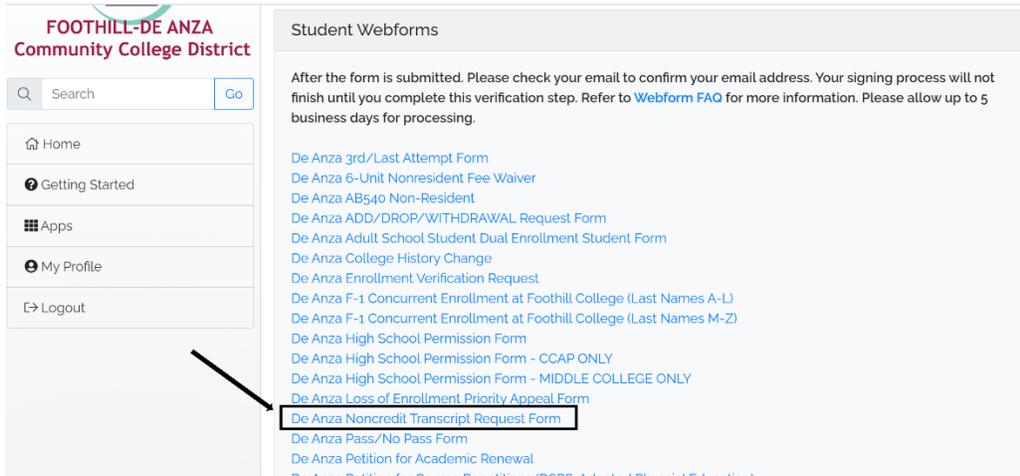
Step 2: Click on "Apps" and look for Adobe Sign Student Forms



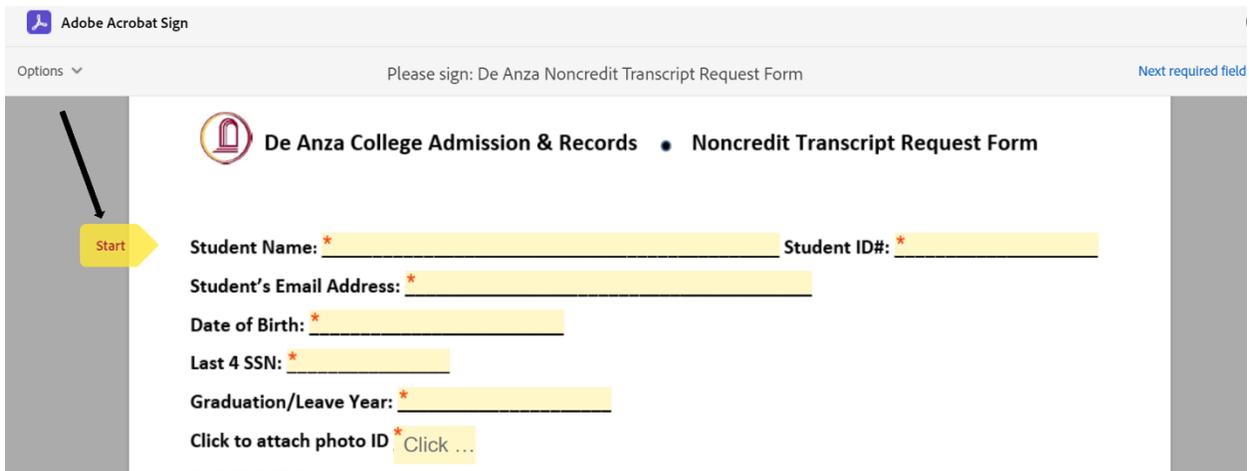
Step 3: Click on "Adobe Sign Student Forms"



Step 4: Click on “De Anza Noncredit Transcript Request Form”



Step 5: Click on “Start” to start filling out the form. Be sure to attach a valid photo I.D and click on “Click to Sign”

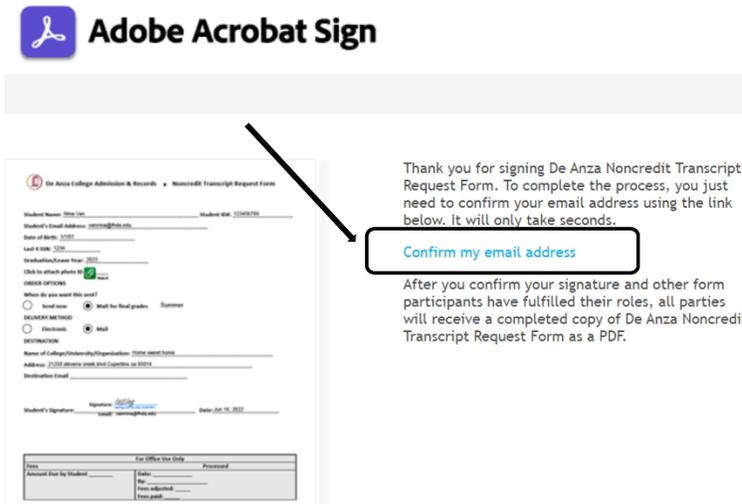


Step 6: You will receive an email from Adobe to confirm your email address. Make sure to finish this step.

Just one more step

We just emailed you a link to make sure it's you. It'll only take a few seconds, and we can't accept your signature on "De Anza Noncredit Transcript Request Form" until you've confirmed.

Step 7: Check your email and click on “Confirm my email address.” After you have confirmed your email address, the request will be sent for processing



Adobe Acrobat Sign

De Anza College Admission & Records • Noncredit Transcript Request Form

Student Name: [Redacted] Student ID#: [Redacted]

Student's Email Address: [Redacted]

Date of Birth: [Redacted]

Last Name: [Redacted]

Graduation Year: [Redacted]

Click to attach photos [Redacted]

ORDER OPTIONS

When do you want this sent?

Send me Mail for final grades Summer

Electronic Mail

SIGNATURE

Name of College/Instructor/Organizational: [Redacted]

Address: [Redacted]

Student's Signature: [Redacted] Signature: [Redacted] Date: [Redacted]

Fees		
Amount Due by Student	Date	Processed

Thank you for signing De Anza Noncredit Transcript Request Form. To complete the process, you just need to confirm your email address using the link below. It will only take seconds.

[Confirm my email address](#)

After you confirm your signature and other form participants have fulfilled their roles, all parties will receive a completed copy of De Anza Noncredit Transcript Request Form as a PDF.

Step 8: You will be notified via email once the form is processed.

Step 9: Please check to see if there are any fees due for transcript and pay the balance in full before transcript can be printed.

Step 10: You're done. Transcript will be processed as requested.