Grades in Self-Service

I. Checking your Grades

1.) Go to www.trinitydc.edu and click on the Self-Service icon at the top right-hand side of the page above the purple menu bar:

2.) On the left-hand side of the screen, enter your User Name and Password and click Log In.

3.) At the top of the page, click the teal tab for Grades.

4.) The Grades tab will turn yellow and sub-headings will appear. Click on Grade Report.

5.) Below the title Grade Report you should see Select a period. Click on the semester you wish to view grades for. Note: Grades prior to Fall 2005 are not available in this view.

6.) The information for each course will be listed in a table. Scroll over to the right to see the Final Grade.
**II. Reviewing your Unofficial Transcript**

1.) Follow Steps 1 – 3 above in Part I.

2.) When you have clicked on the Grades tab and the sub-headings appear click on **Unofficial Transcript**.

3.) The page should then show a listing of all your courses in chronological order. Note: Grades from courses prior to Fall 2005 will appear in this view.

4.) You can print this document for your own use but clicking on the **Print Transcript** menu on the left-hand side of the page.

**III. Requesting an Official Transcript**

1.) Follow Steps 1 – 3 above in Part I.

2.) When you have clicked on the Grades tab and the sub-headings appear click on **Request Transcript**.

3.) **Complete the online form.** All fields with a red asterisk next to it are required. When have entered all required information, scroll to the bottom and click on **Submit Request**.