• MyCharleston serves as your secure gateway to the College's online services. It provides various functions to the students, faculty & staff, and alumni/former students all of which are accessed from various Tabs. The availability of these tabs will vary depending on your role at the College of Charleston.

• Once you log into MyCharleston you will be on the Home Tab as indicated below. Note that the tab you are currently on will be Maroon instead of grey like the other tabs. Your full name will also appear where the Green box is located.

• As a current College of Charleston student you will access your students records and update contact information using the Academic Services Tab.
• Below is a view of the Alumni Tab. From here you can see the Alumni Twitter Feed and other College of Charleston news feeds.

• You can easily access your unofficial transcripts, request official transcripts, or view the status of a previously submitted transcript requests from the Banner Self-Service (SSB).

• Please note that as an Alum or Former Student there are many tabs such as Academic Services, Advising, Employee that will not be shown in MyCharleston.
- **Unofficial Academic Transcript**: allows you to view your unofficial transcript free of charge online instantaneously.

- **Request Official Transcript**: allows you to request official hardcopies of your transcript to be mailed. The cost is as follows:
  - $12.00 per copy for standard mail
  - $28.00 per copy for FedEx (U.S.),
  - $52.00 per copy for FedEx (International)

- **View Status of Transcript Requests**: allows you to view the status of transcript requests previously submitted.