Instructions to Request for Noncredit Transcript

Step 1: Log in to MyPortal

Step 2: Click on "Apps" and look for Adobe Sign Student Forms
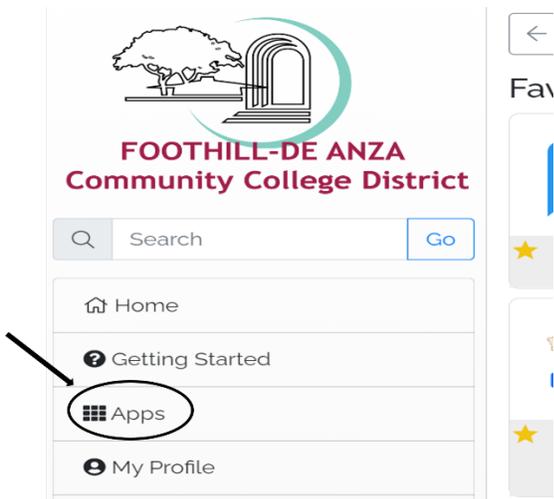
Step 3: Click on "Adobe Sign Student Forms"
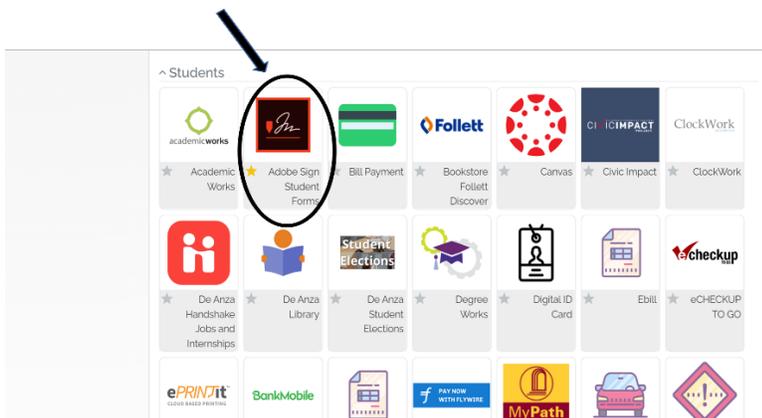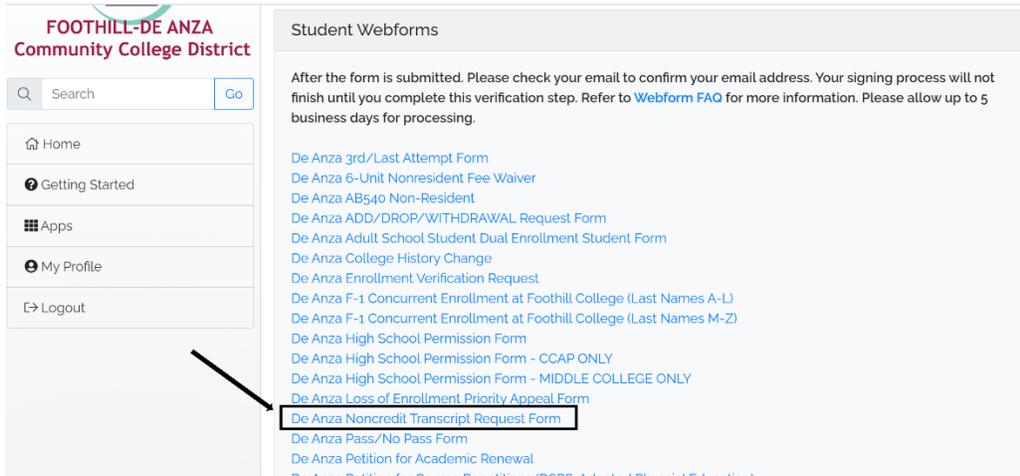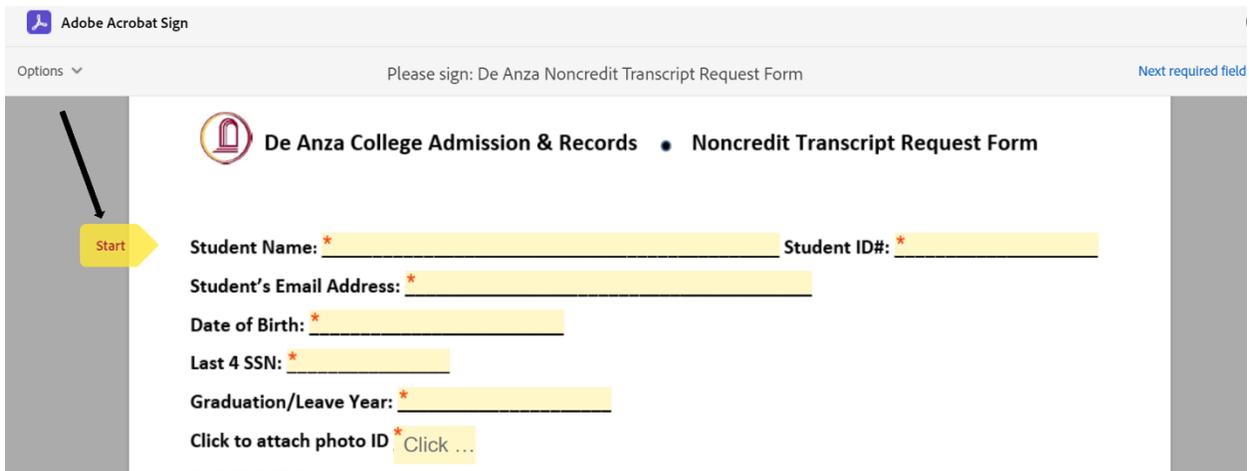
Step 4: Click on "De Anza Noncredit Transcript Request Form"

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"
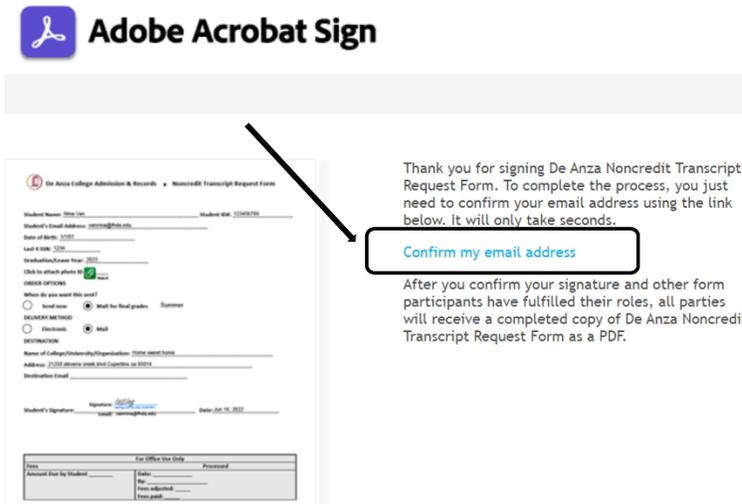

Step 6: You will receive an email from Adobe to confirm your email address. Make sure to finish this step.

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

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.