Félicitations!

You have finished HS and you have earned multiple CN credits... the question is how do you get them to count towards your future college degree. It’s easy!

1. Are you going to be attending Lane Community College in the fall or future? Then you do not have to do anything. Your credits will continue to accrue on your LCC transcript as you continue your studies.

2. Are you attending another university / college? In that case, you will have to transfer your credits by following these steps:

A. Click on **myLane** at the following website: [www.lanecc.edu](http://www.lanecc.edu)

B. Log in using your L# and your pin.

C. From your home window, you will see green tabs towards the top. Click on the tab labeled **myEnrollment.**

D. In the **myEnrollment** window, on the right hand side, you will see a box labeled **student records**. You will want to verify that all your grades are accurate and posted by viewing your unofficial transcript first. Click on **Unofficial Transcript.**

E. Transcript Level will be **All Levels** and it will **Unofficial Transcript** for type. Click **Submit**. Verify information. If it looks great, then move on by clicking on the **myEnrollment** arrow in the upper left corner. Return to the **student records** section of that window.

F. In that section, click on **Request Official Transcript**.

G. From this window, you will enter the information of the school to which you want your transcript sent. You will use the school look up process by clicking on **Look Up College Code.** Enter the appropriate information to find your school.

H. Once you get to your school’s information page, you will choose **official transcript** at the top and click **continue** at the bottom.

I. From here, you will choose to send an electronic copy to your school. Only one copy is necessary and the current price is $5 a copy.

J. You will need to pay for it with a credit card which you may need to have on file.

K. Once you finish, you will log-out. And then you can feel good knowing that you are one step closer to being an adult!