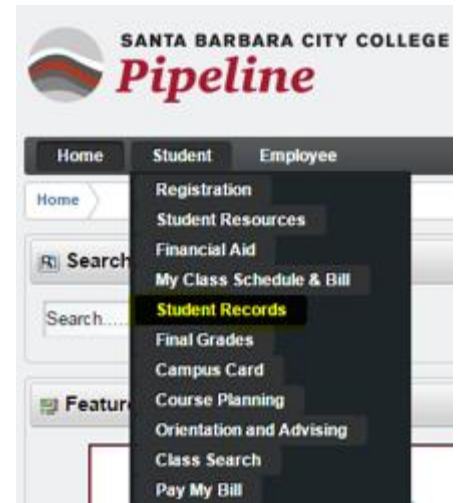


## How To Upload Your SBCC Unofficial Transcript

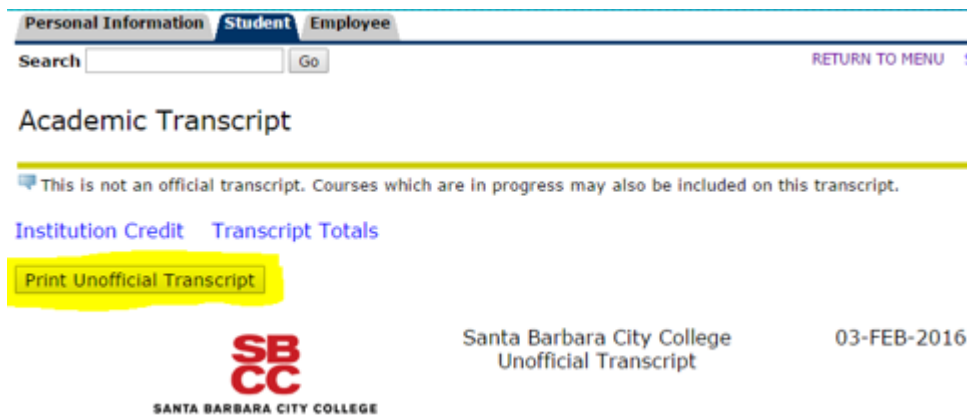
These instructions are for the **Google Chrome** web browser.

### **STEP 1:** Access your SBCC Unofficial Transcript

- 1) Log in to your Pipeline account, select “Student Records” from the “Student” tab (picture at right)
- 2) Click on “SBCC Free Unofficial Transcript” (picture below)

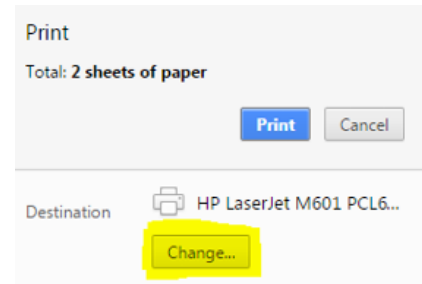


- 3) Select “Credit” and the term, click “Submit”
- 4) Click on “Print Unofficial Transcript” to save a PDF version of your transcript (picture below)

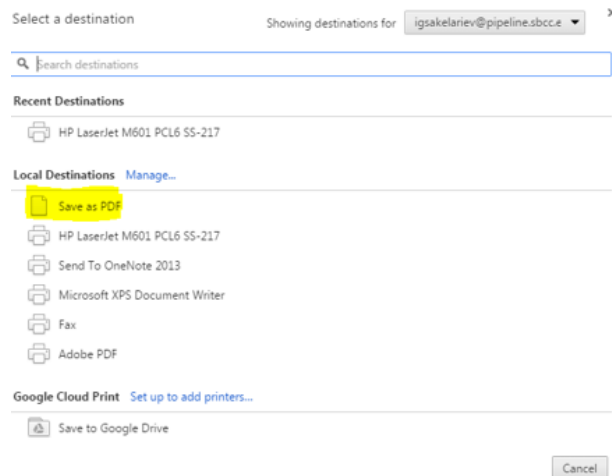


## **STEP 2:** Saving your SBCC Unofficial Transcript

- 1) After clicking “Print” in Step 1.4 above, you will need to change the print destination by clicking “Change”  
(picture at right)




- 2) Under “Local Destinations” select “Save as PDF” (picture below)



- 3) You are now able to save your Unofficial Transcript anywhere on your computer

## **STEP 3:** Sign into the scholarship application site, you will access your General Application.

- 1) Go to <https://sbcc.academicworks.com>
- 2) Sign with your Pipeline information by clicking the  button
  - a. You can find detailed instructions on how to sign in by accessing the Application Instructions PDF under the “How to Sigg In/Upload Docs” section at this website:  
<http://www.sbcc.edu/scholarships/>

- 3) Once you have accessed your General Application scroll down to the Transcript question

(shown below)

★ Please attach a copy of your current high school or current college/university unofficial transcript if you are currently enrolled at a high school, college, university, or SBCC. If you are currently not enrolled at any high school, college, or university, then please submit an unofficial transcript from your last attended school. Failure to submit application with the requested attached document will remove you from consideration from all scholarship opportunities.

[View](#) or [Add a New File](#)

**STEP 4:** Upload your transcript to the scholarship application

- 1) Click on [Add a New File](#) Click on  No file chosen – Your documents will open and you will be able to select your unofficial transcript for upload
- 2) Once you select your document to upload, “No file chosen” will populate with the name of your selected document:  Daily Schedule.docx
- 3) To continue working on your application click on
- 4) To submit your application click on

**You can always go back and update your application until the deadline to submit**