

Lane Community College Continuing Education - Steps to Order your Transcript

The screenshot shows the Lane Community College website homepage. At the top, there is a navigation bar with links for 'APPLY & ENROLL', 'PROGRAMS', 'STUDENT LIFE', 'CONNECTIONS', and 'ABOUT'. Below this is a large banner image of students sitting on a lawn. To the right of the banner is an 'ANNOUNCEMENTS' section with links for 'LCC closed for all-staff in-service Sept. 26', 'Fall term begins Sept. 30', 'Summer Term Hours and Closures', 'Now Leasing Student Apartments', and 'Looking for myLane or Moodle?'. Below the banner is a yellow bar with the text 'STUDENT SUCCESS STARTS HERE' and a row of links: 'ADMISSIONS', 'ATHLETICS', 'CALENDARS', 'CATALOG', 'ESPAÑOL', 'FOUNDATION', 'INTERNATIONAL', 'LIBRARY', and 'CLASS SCHEDULE'. At the bottom, there are several columns of links including 'Admissions', 'About Lane', 'Employment', 'Lane A-Z', 'Contact Us', 'Lane Home', 'Future Students', 'Current Students', 'Community', 'Employees', 'Search', and 'Newsroom'. A red arrow points from the text 'Go to the myLane tab' to the 'myLane' tab in the bottom right corner.

Go to the myLane tab

The screenshot shows the myLane login page. At the top, there is a 'myLane' logo. Below the logo is a 'Secure Access Login' form with fields for 'User ID:' and 'Password:', and 'Login' and 'Cancel' buttons. To the right of the form is a welcome message: 'Welcome to myLane a secure site to take care of all your college business. Please use your L-Number in the user ID field to the left.' A red arrow points from this message to the 'User ID:' field. Below the login form is a 'Need Help?' section with links for 'Pin change instructions' and 'Security question instructions', and a paragraph: 'Need help using computers? Visit the Library Open Lab on 2nd floor on center building'. At the bottom, there is a footer with the Lane Community College logo and contact information: 'Contact us: 4000 East 30th Ave., Eugene, OR (541) 463-3000. Click to visit Lane's public website'.

Enter your "L" number and Password

Home myFinances **myEnrollment** Student Success Campus Life Employee Library myPage

Campus Announcements
There are no announcements.

Personal Announcements
Classes begin on... you ready?

Campus Information

- Español
- Academic Calendar
- Alternative Transportation
- Bus Schedule - LTD
- Campus Maps
- Campus Computer Labs
- Career Information Resources
- Child Care Center
- Department Directory
- Disability Resources
- Diversity
- Employee Directory

Special message

Ask Lane
Type your full question here Ask

New Student Information Session

Campus Survey

Featured Classes

New Students for Fall Term - A Class for You
Success in College and Career and Life
 Planning CG140 with College Success CG100
 If you are looking to figure out the path to your

myAccount
Account Balance
myAccount - pay...
Do you need to make payments to the online payment system?
Make an Online Payment

Personal Information
Change PIN/password
Change Security
Update Address
Update E-mail Address
Lane Alert Emergency
Name Change Information
Social Security Number
View/Update Your Profile

Click on the myEnrollment tab

Home myFinances **myEnrollment** myGradPlan Student Success Campus Life Faculty / Advisor Employee

Registration Tools
Click here to look up classes
Add or Drop Classes
Change Class Options

General Enrollment Links
Printable student schedule for use in Titan Store
Student Detail Schedule
Registration History
Evaluate Your Classes
Locker Assignment Information
Enrollment Services Forms

Academic Resources
Course Materials (Class Book List)
Noodle
Apprenticeship Program
Co-op Education
Learning Communities
Service Learning
Tutoring Center
Titan Store

Student Status
When Can I Register? & View Holds
Placement Testing - View Test Scores
View / Change Your Current Major
Graduation - Apply Here

My Courses
Click here to:

Progress Report
The Progress Report has been replaced with myGradPlan
Please visit the myGradPlan tab for further instructions

Student Grades
View Final Grades
Print Friendly Links
Print Your Final Grades
Please close window after printing to prevent errors

Student Records
National Student Clearinghouse Enrollment Verification
Unofficial Academic Transcript
Request Official Transcript
Student Information Release
Prior College Information
Academic Progress Standards
Request to Absolve Repeated Courses
Academic Renewal Requests have been discontinued by the institution as of June 5, 2014
Print Friendly Links
Print Unofficial Transcript
Please close window after printing to prevent errors

Click on Unofficial or Official Transcript

myLane

Back to myEnrollment Tab

StudentOrgs Moodle LaneEvents Logout Help

RETURN TO STUDENT RECORDS MENU SITE MAP HELP

Select a mailing address

1 Lane has an arrangement with some colleges and universities to have transcripts sent electronically, as opposed through paper in the U.S. Mail. To send transcripts electronically:

Click here to see if the school you wish to receive your transcript will accept them electronically [schools listed here \(click this link\)](#). If you find your desired school, enter the school code from this list into the External College Code box below to complete the electronic process.

To send your transcript by mail:
Choose one of the following three options:

- A. Click 'Look Up College Code' (below) to see if the receiving school is listed.
- or
- B. Have the transcript sent to you by choosing from 'One of Your Addresses' list
- or
- C. If the school is not listed in the Look Up College Code link, research the address on the internet first and enter the name of the school below in the 'Issued to' box and enter the address on the next page.

Click **Continue** when done.

WARNING: Do not send your transcript to Lane Community College. DO NOT USE the 'Internal College' field

External College Code: Look Up College Code

One of Your Addresses:

Internal College:

Issue to:

To send a transcript to yourself or someone else, fill out the fields and click continue

Follow through with the next couple of screens until you get to the payment screen and then you are done.