



STEP 1: Log into Connections

STEP 2: Click on My Records



STEP 3: Click on Transcript



STEP 4: Double Click on Printable Version

1. After you click on printable version, the file will open as PDF document.
2. Click on file
3. Click on Save As and save the file to your computer or flash drive as your name followed by the word Transcript; for example, Mary Jones Transcript.
4. Email bsearlychildhood@fscj.edu and attach the saved PDF document.
5. Place Transcript for (your name) in the subject line; for Example, Transcript for Mary Jones.



STEP 5