

How to Request a PMHS Transcript Using *Career Cruising*

Connect to your CC account at: <https://sso.careercruising.com/page/openidconnect>

1. Click "**My Plan**" at the top of the screen.
2. Click "**My Education**" on the left side of the screen.
3. Select "**My Transcripts**" in the middle of the page.
4. Click "**Send Ad-Hoc Transcript Request**" on the right side of the screen.
5. Select the destination to send your transcript : this will be either College or NCAA.
 - a. National Collegiate Athletic Association (NCAA) is the eligibility center for perspective NCAA student-athletes. If you selected NCAA, confirm your request.
 - b. If you selected college, click on the state, and then choose the college by name.
6. If your college is not listed, e-mail your school counselor or see a counseling department secretary.
 - a. Because they are entering your college manually, they will need an e-mail address of your college's admissions department.
7. If your college is listed, click "**Send Now**" to confirm your request.
8. Tracking your transcript can be found under "**My Plan**" then "**My Education**" and then click on "**My Transcripts**". You will see the status of your transcript.