Citrus College

Directions How to

Print Unofficial Transcripts

https://wingspan.citruscollege.edu
You will need the following to ENTER SECURE AREA in WingSpan

1. Your Citrus College ID number/User ID
   - Continuing student ID will begin with **CC**, or **A**
   - New student ID will begin with **A**

2. PIN (Personal Identification Number) is your 6-digit Birth Date in the form of mmddyy

   Example:
   - **Keith J Smith CC1234560** with a birth date of 07/03/78 would type in the PIN as **070378**
   - **Sarah Jones A12345600** with a birth date of 10/30/84 would type in the PIN as **103084**.

   *The screens shown are subject to change.*

Go to: [https://wingspan.citruscollege.edu](https://wingspan.citruscollege.edu)
WingSpan Online

You will be prompted to change your PIN
Type in your 6-digit Birth Date in the old PIN box
Type in a new 6-digit PIN
Retype the new 6-digit PIN to confirm you have typed it correctly

Click on the Login button

A security window will open. Type in a question like, “What is my dog's name?”
Type in the answer
Click on Submit
WingSpan Online

- You are now at the Welcome screen and should see your name at the top of the screen.

- Click on the link Admissions & Records

- You’re getting closer to Unofficial Transcripts!
  - In the next window, click on the link Student Records
  - In the next window, click on the link Unofficial Transcript

- NOTE: Unofficial Transcripts prior to fall 1983, are not available online.
  Request an Official Transcript. For more info go to:
  http://www.citruscollege.edu/ar/Pages/Transcripts.aspx
If an X appears due to Holds, click **View Holds** to display the Holds.

If no Hold go to page 6.

If a **Legacy Transcript Hold** appears click on HELP for more info.

For Unofficial Transcript Request Form go to:
If No Holds are displayed the following screen appears:

- Click Submit

Unofficial Transcript displayed below
- Print Unofficial Transcript......