

## Grades and Transcripts

FACTS, Florida Academic Counseling and Tracking for Students, is a state initiative to provide access to student academic information via the Web. Through the FACTS web site you can obtain an unofficial, real-time copy of your HCC transcript. By viewing your transcript, you are seeing a list of all your grades. Your social security number and PIN (birth date) are required to access FACTS.

The information on this sheet will help guide you through the process:

1. Open your Internet Browser (i.e. Internet Explorer, AOL, Netscape).
2. In the address or location box, go to: <http://www.facts.org> (no spaces).
3. Once there, on the left-hand side, find and click on, **College Transcripts and Grades**
4. At the bottom of the following page click on, **Click Here To Retrieve Your College Transcript**
5. Next, select your home institution by clicking the drop down box and choosing **Hillsborough Community College**.
6. In the next field, enter your **Social Security Number**, without the hyphens, as your student ID.

Lastly, in the PIN/Password field, enter your **HCC Student ID Number**, without initials.

7. After all the needed information is inputted, click **NEXT**
8. FACTS is now gathering your information. Your grades, in the form of an unofficial transcript, will soon appear (please be patient – it may take a few minutes).

**To Print:** If you wish to print a copy of your transcript, click on *file* and select *print* or *click once* on the print button on the toolbar.

If printing from the library, your transcript will print out from one of the printers at the end of the table.

\*All printing is **FREE**. *Please print* only the items that will be helpful to your research. This will help us all to keep our costs down, and to conserve paper.