

Student Login and Transcript Instructions: Updated 6/14/23

Dear Student:

Congratulations on your acceptance to the College of Charleston's Professional Development in Education Program. Whether you are a new or returning student, if you have not done so, you will need to set up your permanent online user access. Please read the following very carefully.

**Cougars Account**

Your permanent user account is called your Cougars Account and is used to access most electronic resources on campus including campus computers, the wireless network on campus, your college email account (see more about email below), and your MyPortal account. You will use your Cougars account in MyPortal for many activities such viewing your registration, grades, unofficial transcript and to request a transcript.

**To access your Cougars Account:**

1. Go to the College of Charleston's IT help website at: <https://help.cofc.edu/>
2. In the column titled "Featured Links" click the link that says "Locate your CWID"



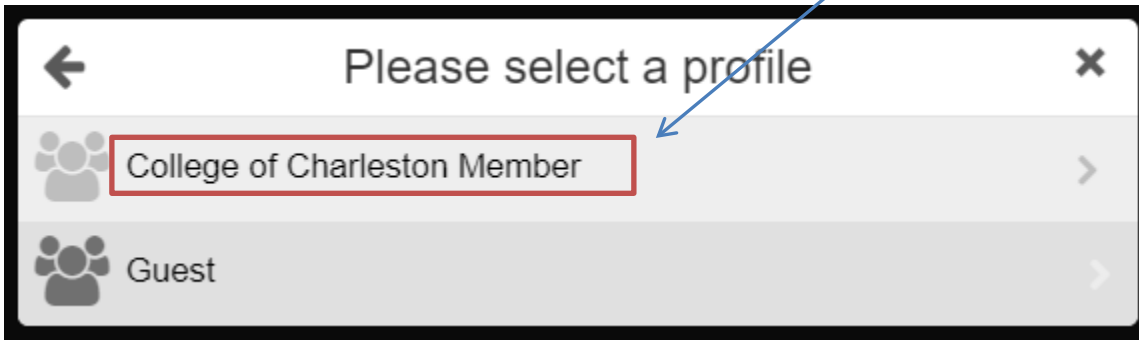
**If you obtained your MyPortal password previously but have forgotten it, you can login by supplying your previously setup [secret questions and answers](#).**

**\*Once you have obtained your login information, write it down in a secure location. You will need this information later.**

**\*\*For additional assistance with these steps please contact the College of Charleston IT department at (843) 953-3375.**

**Follow this link to access MyPortal: <https://myportal.cofc.edu/campusm/home#select-profile>**

- 1) When prompted to select a profile, select “College of Charleston Member”

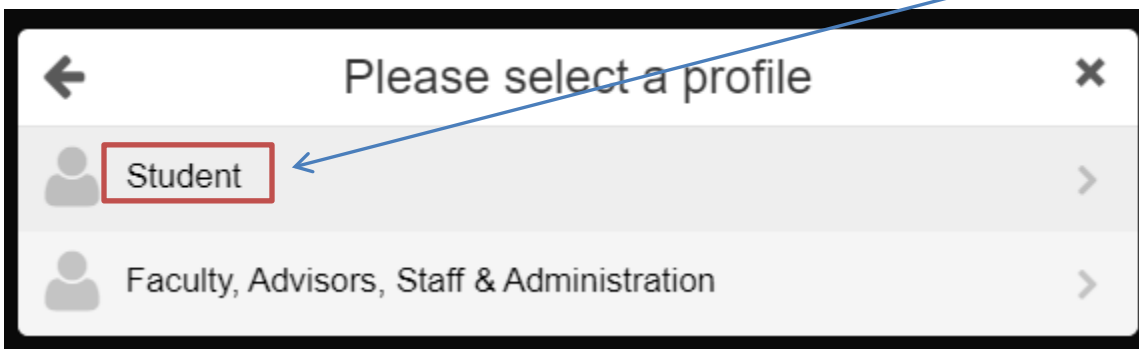


- 2) You will then be redirected to another window which will prompt you to sign in. Do this using your Cofc email address and password.

- a. **If you do not know your Cofc email address please contact The College of Charleston IT department at (843)953-3375**
- b. Your initial password is your College of Charleston student ID (CWID) number “plus” your six-digit date of birth in the format MMDDYY, followed by “A!”.

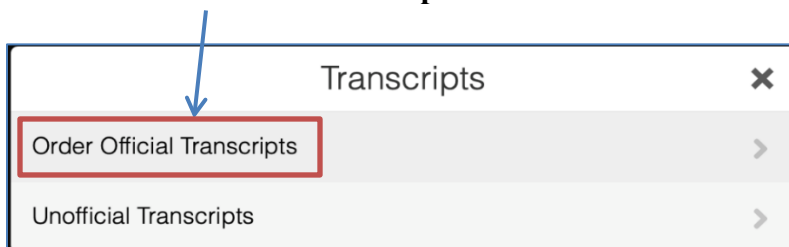
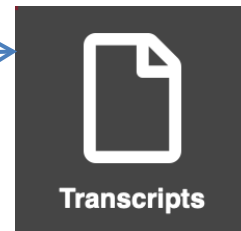
**So, if your DOB is Jan 05, 1981 and your CWID is 90000009 then your initial password is: 90000009010581A!.**

- i. Please note: this is an example, your numbers are specific to you.
- 3) You will then be redirected once more to another window where you will be prompted to select either “student” or “Faculty, Advisors, Staff & Administration”. Select “Student”

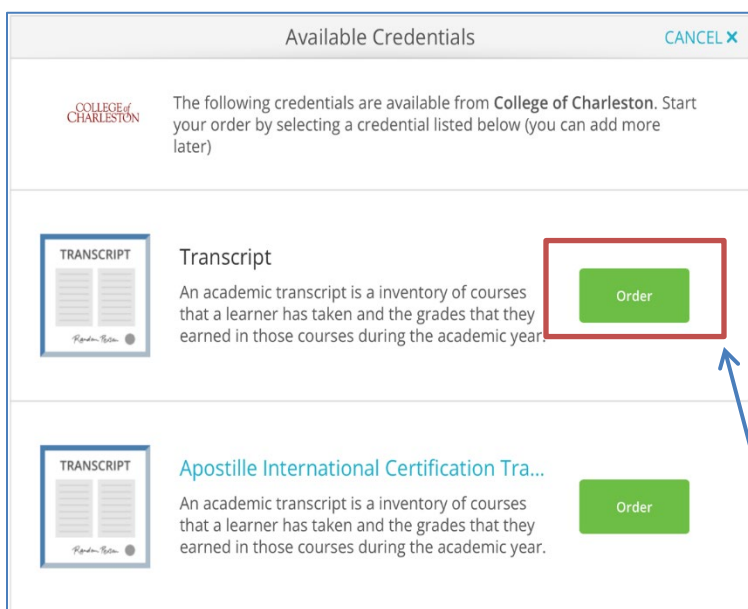


**To order a transcript:**

- 1) Look for and select the **Transcripts** channel.
  - a. Please note that the transcripts channel on your profile may be
    - i. grey, red, or purple in color.
- 2) Click **“Order Official Transcripts”**



- 3) You will be redirected to a new page. Scroll down to the bottom of the page and enter your email address. Then, hit the **“Continue”** button.



- 4) On the next page, fill in all of the required fields, including creating a password. Then Click **“Continue”**. You will be redirected to a new page where you will be prompted to provide a **verification code**, which you will receive via email. Enter that code in the space provided and click **“Continue”**.
- 5) On the next page, fill out all of the required fields and then hit **continue**.
- 6) After you are redirected, click the **“Order”** button next to where it says **“Transcript”**.

- 7) Enter the name of the institution to which you are sending your transcript.
- 8) Select the **“Purpose”** of your request and indicate whether there is an attachment that the College of Charleston needs to complete.
  - a. *If there is a required attachment, add the attachment using the button below on the right side.*
- 9) Scroll down and sign the form in the indicated field, then enter your name below and click the box verifying your identity. Hit the **“Continue”** button.
- 10) On the next page, review your order. If you are satisfied, click **“Continue”**.
- 11) On the next page, enter all of the required payment information, then hit the **“Submit Payment”** button to order your transcript.

**\*\*If you attempt to login to MyPortal with your Cougars account login/username and password and they do not work, or should you have any other problems logging into MyPortal, please contact our IT Helpdesk at [IT-ServiceDesk@cofc.edu](mailto:IT-ServiceDesk@cofc.edu) or 843.953.3375 Monday - Friday from 9 am - 4:30 p.m.**