COLLEGE of CHARLESTON
PROFESSIONAL DEVELOPMENT IN EDUCATION

Student Login and Transcript Instructions: Updated 11/18/26

Dear Student:

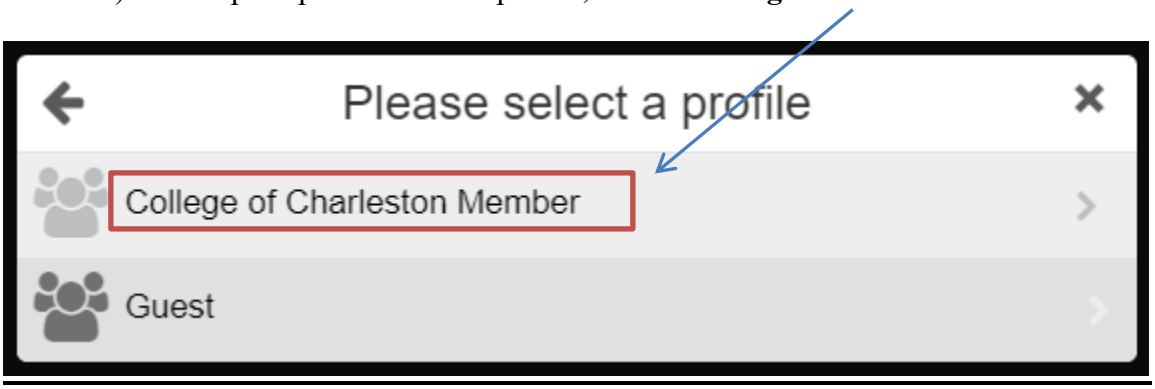
Congratulations on your acceptance to the College of Charleston's Professional Development in Education Program. Whether you are a new or returning student, if you have not done so, you will need to set up your permanent online user access. Please read the following very carefully.

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.

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.

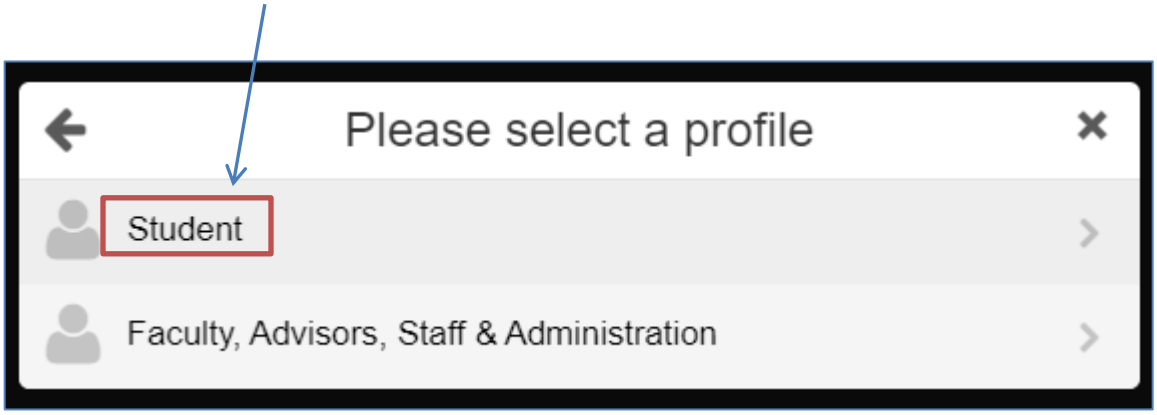
    a. Your initial password is your College of Charleston student ID (CWID) number "plus" your six-digit date of birth in the format MMDDYY, followed by "A!".

    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.

        ii. **If you do not know your CofC email address or CWID please contact The College of Charleston IT department at (843) 953-3375.**

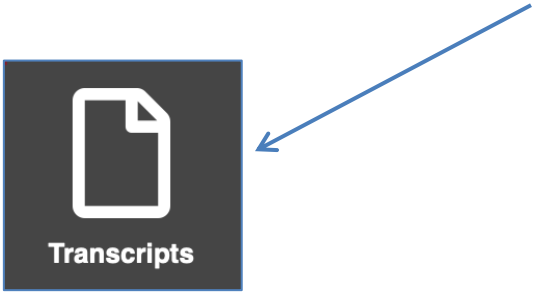
3) Once you have logged in, you will then be redirected once more to another window where you will be prompted to select either "student" or "Faculty, Advisors, Staff & Administration". Select **"Student"**.



****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 or 843.953.3375 Monday - Friday from 9 am - 4:30 p.m.**

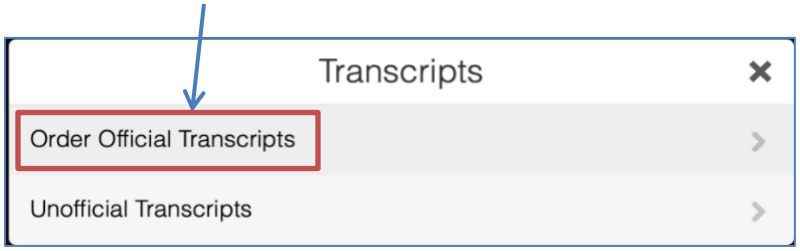
To order a transcript:

1) In **MyPortal**, 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.

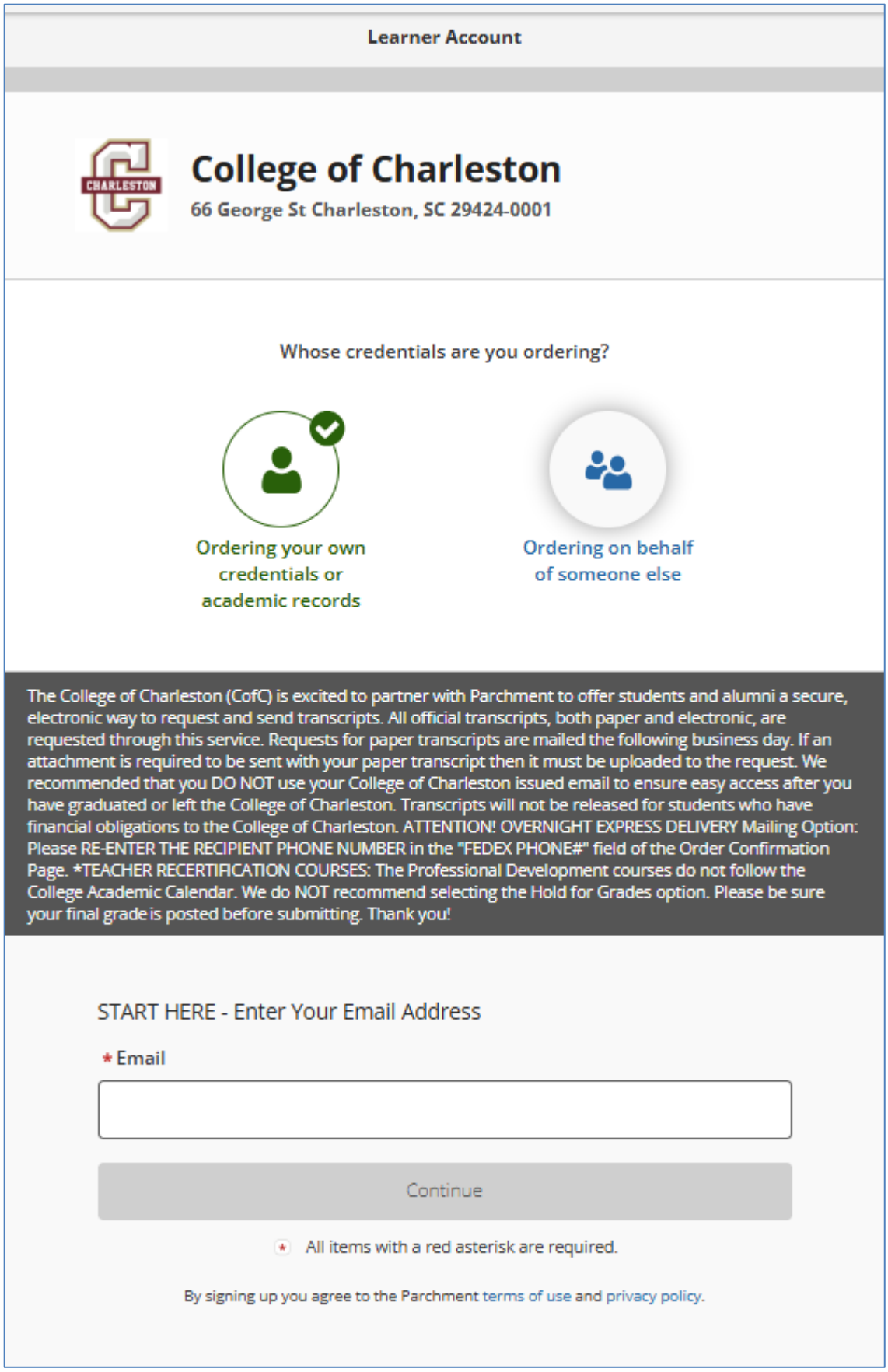
2) Click **"Order Official Transcripts"**



We recommend that you look at Unofficial Transcript first, to make sure that your most recent grade(s) has posted before ordering an Official Transcript.

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)


Learner Account
College of Charleston
66 George St Charleston, SC 29424-0001
Whose credentials are you ordering?
Ordering your own credentials or academic records
Ordering on behalf of someone else
The College of Charleston (CofC) is excited to partner with Parchment to offer students and alumni a secure, electronic way to request and send transcripts. All official transcripts, both paper and electronic, are requested through this service. Requests for paper transcripts are mailed the following business day. If an attachment is required to be sent with your paper transcript then it must be uploaded to the request. We recommended that you DO NOT use your College of Charleston issued email to ensure easy access after you have graduated or left the College of Charleston. Transcripts will not be released for students who have financial obligations to the College of Charleston. ATTENTION! OVERNIGHT EXPRESS DELIVERY Mailing Option: Please RE-ENTER THE RECIPIENT PHONE NUMBER in the "FEDEX PHONE#" field of the Order Confirmation Page. *TEACHER RECERTIFICATION COURSES: The Professional Development courses do not follow the College Academic Calendar. We do NOT recommend selecting the Hold for Grades option. Please be sure your final grade is posted before submitting. Thank you!
START HERE - Enter Your Email Address
* Email
Continue
* All items with a red asterisk are required.
By signing up you agree to the Parchment terms of use and privacy policy.