

Kirkwood Community College
Environmental Training Center
Transcript Access Instructions (revised 5/30/2006)

Instructions on How to View your Transcript from Kirkwood Community College's new record system. (July 1, 2005 – Current)

1. **Start by accessing this website:**

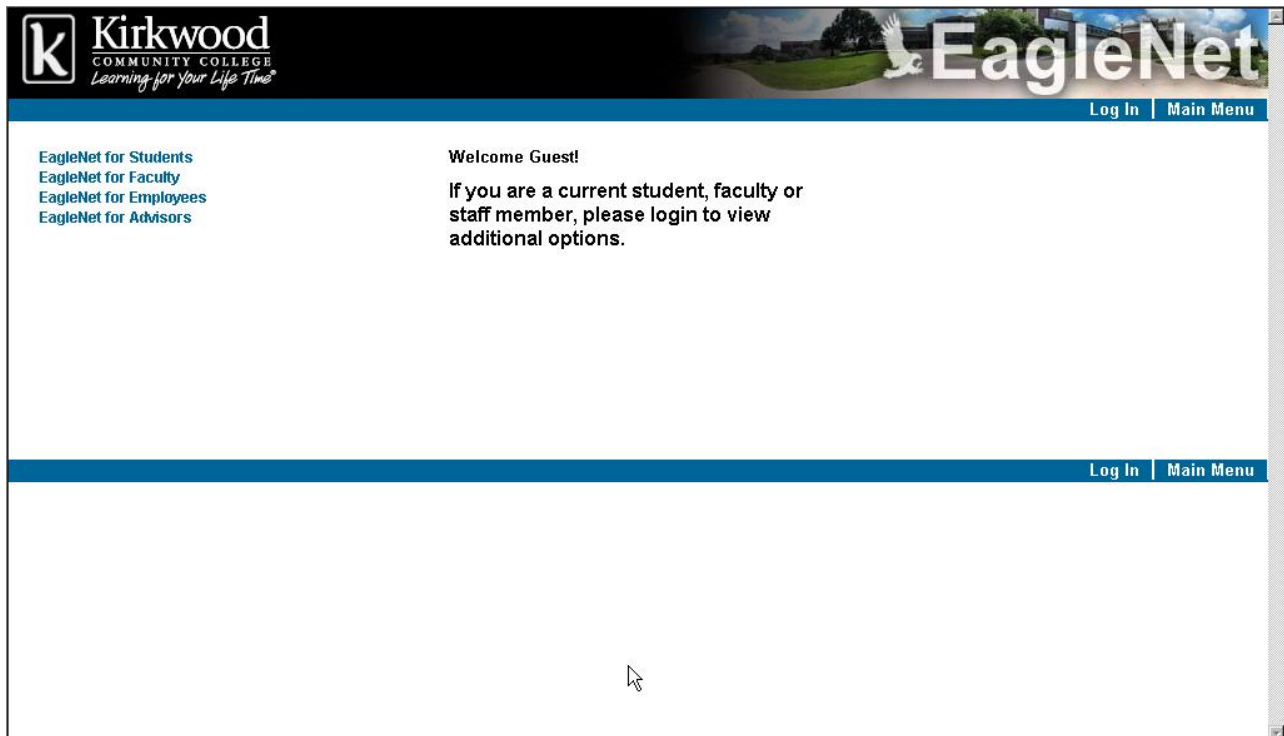
www.kirkwood.edu/etc

2. **Click on the EagleNet Transcript Access button**

To View your transcript for Operator CEUs through the Kirkwood Community College's EagleNet System (July 1, 2005 - Current).

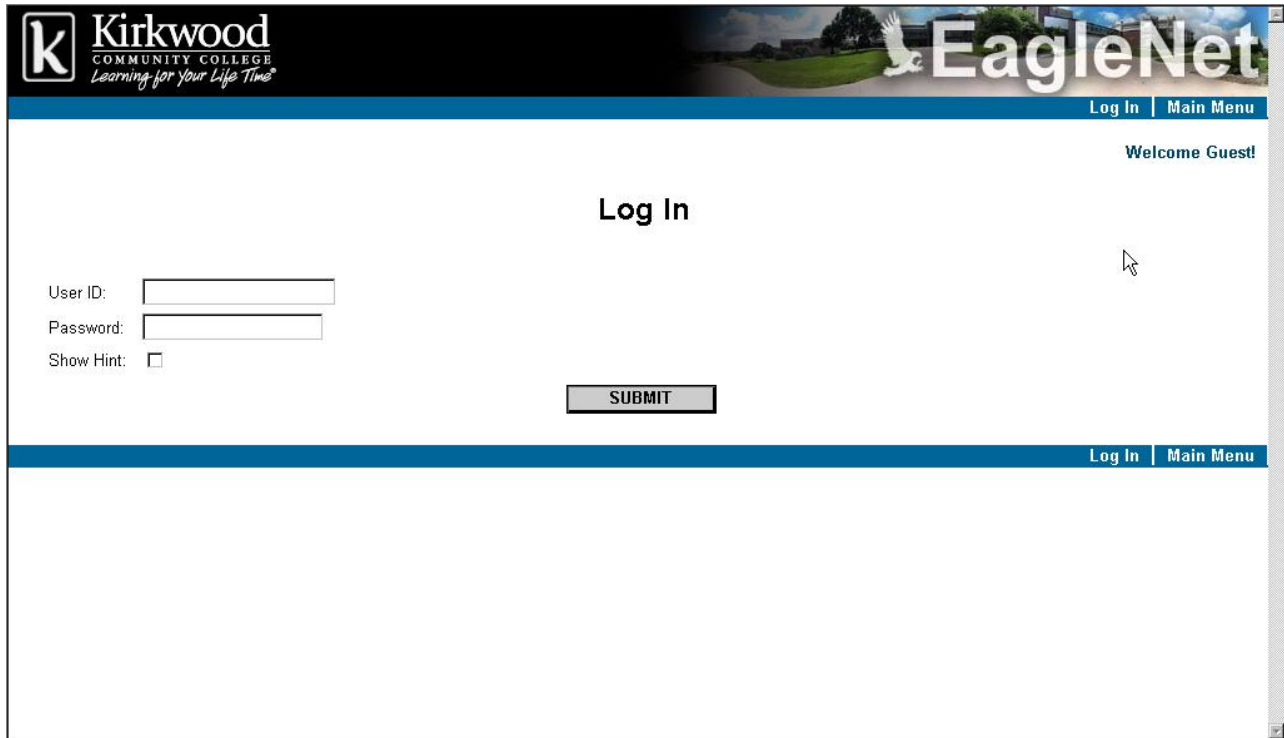
A green rectangular button with rounded corners. The text "EagleNet" is in a larger, bold, white font, and "Transcript Access" is in a smaller, white font below it.

3. **Click on Log In (Located at the top right of your screen)**



4. Enter your User ID: and Password: *(If can't remember your User name you will need to call (319) 398-5678 or (877) 522-9283)*

User ID: k _____ (this is your Kirkwood ID #)
Password: **etckcc1**



The screenshot shows the EagleNet login interface for Kirkwood Community College. At the top left is the college logo with the text "Kirkwood COMMUNITY COLLEGE Learning for Your Life Time®". To the right is a banner image with the text "EagleNet". A blue navigation bar at the top right contains "Log In" and "Main Menu". Below this, the text "Welcome Guest!" is displayed. The main content area is titled "Log In" and contains a form with the following elements: "User ID:" followed by a text input field, "Password:" followed by a text input field, and "Show Hint:" followed by an unchecked checkbox. A "SUBMIT" button is centered below the form. A second blue navigation bar at the bottom right also contains "Log In" and "Main Menu".

(If you choose to change your password you are solely responsible for remembering it. If you leave it as assigned the office staff will be able to assist you at anytime.)

5. Under Academic Profile; click on Kirkwood Transcript

Kirkwood COMMUNITY COLLEGE
Learning for your Life Time

EagleNet

Change Password | Log Out | Main Menu | Students Menu

Current Students - EagleNet for Students Menu

The following links may display confidential information. If you are a current student please log in for additional choices.

- User Account**
 - What's my password?
 - Reset My Password
 - Change My Password
 - Address change request
- Credit Registration**
 - Search for Sections
 - Register for Sections
 - Register and Drop Sections
 - Degree Audit
- Financial Profile**
 - Account Summary
 - Account Summary by Term
 - Tuition Payment (eCashier)
- Financial Aid**
 - Financial aid status by year
 - Financial aid status by term
 - Financial aid award letter
 - Sign your Promissory Note
 - Entrance Counseling
 - Financial aid loan request
- Continuing Education Registration**
 - Search for Classes
 - Register and Pay for Continuing Education Classes
 - Request a Catalog
 - Register and Drop Sections
- Academic Profile**
 - Grades
 - Kirkwood Transcript
 - Test Summary
 - My class schedule
 - Online Bookstore
 - My profile
 - Degree Audit
 - Grade Point Average by Term
 - Application for graduation
 - Transcript Request
 - Transcript Request Status
 - Enrollment Verification
 - Enrollment verification request status
- Communication**
 - My Documents

6. Transcript Type: Click on Continuing Education Transcript and click on submit.

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EagleNet

Change Password | Log Out | Main Menu | Students Menu | Help

Current Students

Kirkwood Transcript

This link is for Kirkwood credits and is for informational purposes only.

This is **NOT** an official transcript. For your official cumulative GPA and to see your progress toward your degree, please use the **Degree Audit** link on the Student Menu.

To request an official transcript, please use the **Transcript Request** link on the Student Menu.

Transcript Type

Change Password | Log Out | Main Menu | Students Menu | Help

7. You will see what CEUs you have earned from July 1, 2005 – Present.

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Change Password | Log Out | Main Menu | Students Menu | Help

Current Students

Transcript

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Course/Section and Title	Grade	Credits	CEUs	Repeat	Term
ETWW-018 FEN01 IAMU HazComm/Blood. Pathogen			0.40		CE05/06
ETWD-039 FEN01 IAMU Wire Rope/Chains/Slings			0.20		CE05/06
ETWW-006 FEN12 IAMU: Chlorine/Lab Safety			0.40		CE05/06
ETWA-548 FEN01 IC:Phospate/Permaganate Feed			0.40		CE05/06
ETWA-031 FEN02 IAMU: Respiratory Protection			0.20		CE05/06
ETWA-101 FEN01 IAMU: SCADA			0.70		CE05/06

Total Earned Credits 0.00
Total Grade Points 0.00
Cumulative GPA 0.000

OK

Change Password | Log Out | Main Menu | Students Menu | Help

How to read your transcript:

- ETWA = Water Treatment CEUs
- ETWD = Water Distribution CEUs
- ETWW = Wastewater CEUs
- ETWC = Well Contractor CEUs

CEUs listed to the right are what you have earned and what term they were earned in. (Example: 1.00 in CE05/06; this course was between the dates of July 1, 2005 – June 30, 2006). If your CEUs column is empty the course has yet to be completed.

NOTE: This system will not give you Total Earned Credits, you will need to manually figure your totals for each license. If you are in need of the actual dates you will need to call to request a Continuing Education Transcript (319) 398-1022.

8. When completed please remember to logout.

