

How to Download Your Transcript and CAPP Evaluation

Get on the YCP Portal at www.my.ycp.edu and log in with your user name and password.

To access your transcript:

1. Hit *For Students*
2. Hit *YCP Services*
3. Hit *YCP Web*
4. On the Main Menu, Hit *Student Information Menu*
5. If you want to access your transcript, hit *Student Academic Transcript* (see below for CAPP instructions)
6. Under *Select a Term*, choose the current term
7. Hit *Submit*

To access your CAPP Evaluation:

Follow steps 1-4 above, but Hit *CAPP Degree Evaluation* instead of *Student Academic Transcript* in step #5.

1. Ignore the sentence *No Current Curriculum Information Found*
2. On the menu bar at bottom of the page, hit *What If Analysis*
3. Choose your actual entry term or one close to it, but not one earlier than 2003.
4. Hit the down arrow under *Program* and choose *Nursing RN*
5. Hit *Continue*
6. Hit the down arrow under *First Major* and hit *Nursing RN and Department: Nursing*
7. Under *Evaluation Term*, use the down arrow to choose the current term and hit *Generate Request*
8. Choose *Detail Requirements* and hit *Submit*. Voila!