How to Login to the MyRanger Portal & Submit an Official Transcript Request
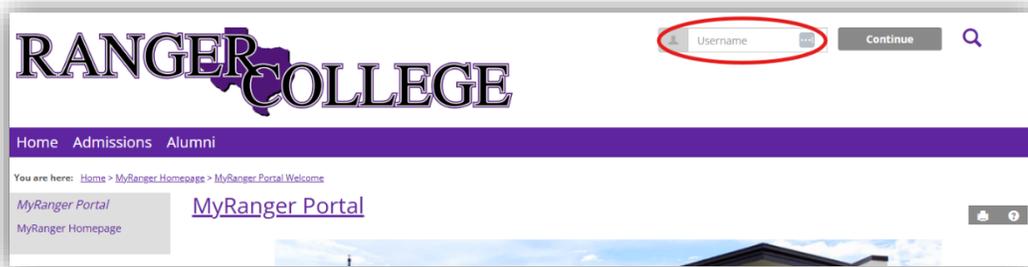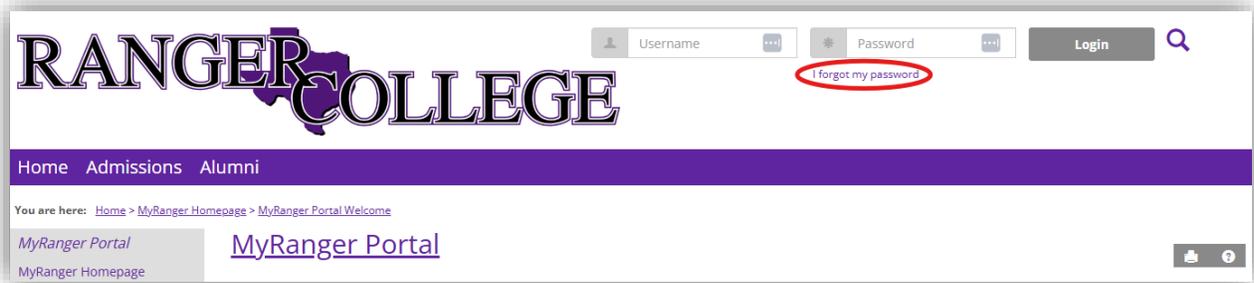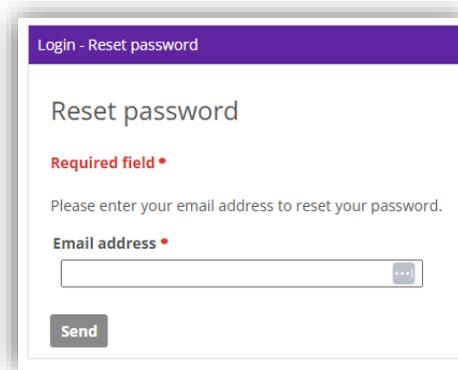
1. Click the link below or copy and paste it into your URL.
   https://rctportal.jenzabarcloud.com/ics
2. Enter your username in the space provided. If you are unsure of your ID number, email ITHelpDesk@rangercollege.edu through your RC email address requesting your ID number.

3. Click 'Continue'.
4. Click the 'I forgot my password' link.

5. Enter your RC email address.

6. You will then receive an automated email with a link to follow to reset your password.
   a. If you receive an error stating "The password cannot be reset for this account", please email ITHelpDesk@rangercolllege.edu and your account will be updated.

7. Once logged in, go to the 'Alumni' tab.
8. Scroll to the bottom of the page and select 'Ranger College Transcript Request Form'.
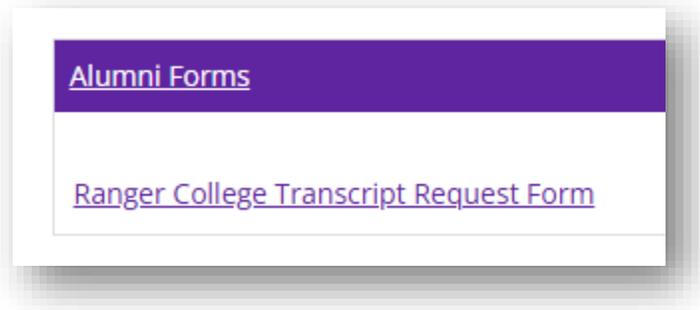
9. Complete both pages of the form in its entirety.
10. Payment must be received by the Business Office before the official transcript will be processed.
11. Questions regarding transcript requests can be directed to the Registrar's Office at admissions@rangercollege.edu or (254)267-7019.