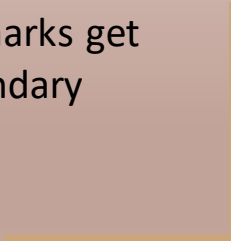
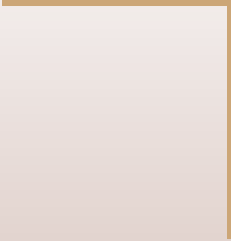





Transcripts

How to make sure your marks get
seen by the post secondary
schools!





BEFORE YOU BEGIN... MAKE SURE TO REMEMBER YOUR
ACCOUNT AND PASSWORD INFORMATION!! WRITE IT
DOWN!! KEEP IT SAFE!! THIS IS EXTREMELY IMPORTANT.
YOUR INTERESTS IN UNIVERSITYS/COLLEGES DEPEND ON
IT!!





Student Transcripts Service

Information For Students

Student Transcripts Service (STS) is an online application for students to view their school marks, transcripts, scholarships and send transcripts electronically to post secondary institutions and employers.



Step 1 Go to the Ministry of Education's **Transcripts and Certificate website** at <http://www.StudentTranscripts.gov.bc.ca>.

Step 2 You **must sign up** for a BCeID before you can use the Student Transcripts Service. For BCeID signup, you need to:

- Complete the fields to register for a basic BCeID
- Select your password reset questions and answers (**remember these** as you will need them if you forget your password)
- Follow the system prompts and sign up for Student Transcripts Service.

[Sign Up for a BCeID](#)

Step 3 Log-in to Student Transcripts Service using your BCeID.

When registering for the Student Transcript Service using your BCeID, you will be prompted to:

- Enter your student information used by your school (see **Get Started** information above)
- Read the personal data collection info and complete the process by clicking "submit"
- An email will be sent to the email address provided and must be activated within 24 hours of receipt or you will need to complete the registration process again
- Once activated, you will be able to log onto STS using your BCeID and password.

[Log In with BCeID](#)

Step 4 From your STS Dashboard, you can choose your post-secondary institutions (PSIs) selections, preview, send and order transcripts, view exam and assessment results and view scholarship information. Please note that all transcripts previewed in the STS are considered unofficial, but official transcripts will be sent out when ordered.

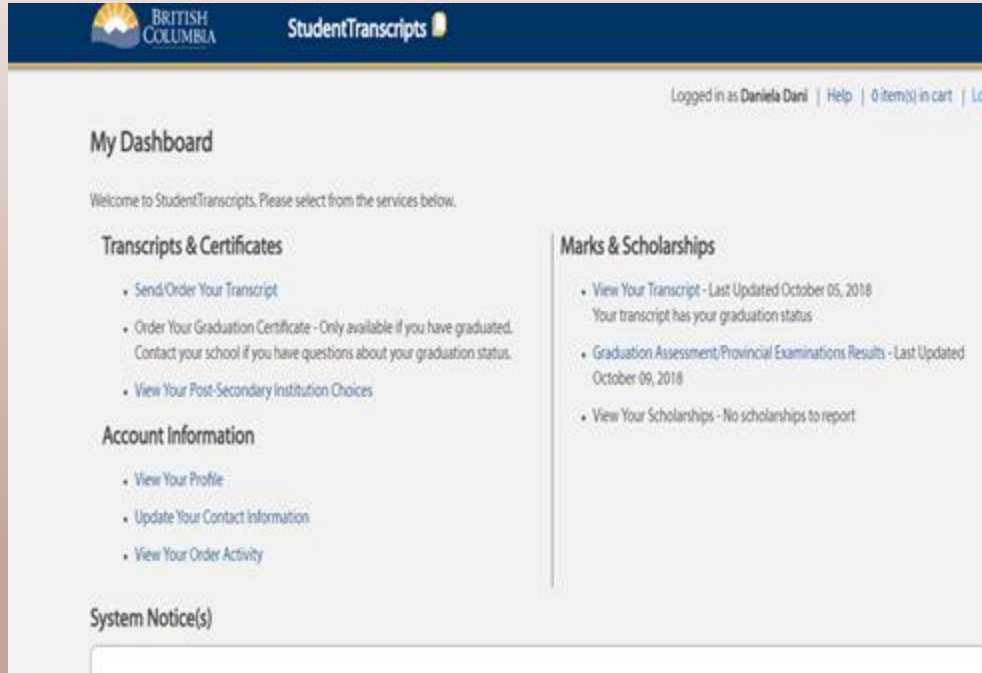
You will need to consent to the STS privacy notice which enables the ministry to send your transcripts to your selected PSIs by paper or electronically depending on how the PSI is able to receive transcripts. Printed copies of transcripts may take up to 3 weeks for processing and delivery to your selected PSIs.

Troubleshooting:

For BCeID questions: <https://www.bceid.ca>

For Student Transcripts questions: servicebc@gov.bc.ca.

Step 1



The screenshot shows the 'My Dashboard' page of the Student Transcripts service. The header includes the British Columbia logo and 'StudentTranscripts'. The user is logged in as Daniela Dani. The dashboard is divided into three main sections: 'Transcripts & Certificates', 'Account Information', and 'Marks & Scholarships'. The 'Transcripts & Certificates' section contains links for 'Send/Order Your Transcript', 'Order Your Graduation Certificate', and 'View Your Post-Secondary Institution Choices'. The 'Account Information' section contains links for 'View Your Profile', 'Update Your Contact Information', and 'View Your Order Activity'. The 'Marks & Scholarships' section contains links for 'View Your Transcript', 'Graduation Assessment/Provincial Examinations Results', and 'View Your Scholarships'. A 'System Notice(s)' section is visible at the bottom left.

BRITISH COLUMBIA StudentTranscripts

Logged in as Daniela Dani | Help | 0 item(s) in cart | Log out

My Dashboard

Welcome to StudentTranscripts. Please select from the services below.

Transcripts & Certificates

- Send/Order Your Transcript
- Order Your Graduation Certificate - Only available if you have graduated. Contact your school if you have questions about your graduation status.
- View Your Post-Secondary Institution Choices

Account Information

- View Your Profile
- Update Your Contact Information
- View Your Order Activity

Marks & Scholarships

- View Your Transcript - Last Updated October 05, 2018
Your transcript has your graduation status
- Graduation Assessment/Provincial Examinations Results - Last Updated October 09, 2018
- View Your Scholarships - No scholarships to report

System Notice(s)

- Once you have made your BCiEd acct as a **BASIC** account at <https://www.bceid.ca/> and received the confirmation email, go to <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates> and log in the Student Transcript Service using your BCiED information. Another confirmation email will then be sent to your email, where the link must be activated within 24 hours. After being logged in, you will be taken to see this screen “My dashboard”. Here you can view your transcript, but most importantly, start the process which will allow the schools of your choice to see your marks.
- Even though we talk about “sending” transcripts, in fact no document is “sent” anywhere. By completing the process outlined in this PowerPoint, you will give permission for the Ministry to allow your chosen schools to see the Ministry data base that show your marks.
- When you get to this page, click on “Send/Order Your Transcript”

Step 2

Logged in as Daniela Dani | Help | 0 item(s) in cart | Log Off

[← Back to My Dashboard](#)

Send Your Transcript

Privacy Notice

Personal information on this site is collected under section 26(c) of the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165. By clicking on the "I consent" checkbox below you are providing the British Columbia Ministry of Education with your consent, effective immediately, to use the information you submit, as well as your transcript and secondary school certificate information, for the purpose of providing the service(s) you have requested, including providing copies of your transcript and/or certificate as requested. If applicable, you are also consenting to the disclosure of the transcript and/or certificate that you have identified for the purpose of providing that transcript and/or certificate to the person and/or organizations you have identified.

Questions about the collection of this information should be directed by email to:
Transcript Administrator studenttranscripts@gov.bc.ca or in writing to Ministry of Education - Transcripts, PO BOX 9886 STN PROV GOVT, Victoria, BC, V8W 9T6.

I consent

Send your transcript to a university(ies), college(s), or other post-secondary institution(s)

- Send Transcript

Send your transcript to an employer(s), yourself, or anyone

- Send an Electronic Transcript (by PDF download)
- Send a Printed Transcript (by mail)

[← Back to My Dashboard](#)

Read the information on this page and then click the "I Consent" box, then click "Send Transcript".

Step 3

Logged in as Daniela Davi | Help | 0 item(s) in cart | Log Off

[Back to My Dashboard](#)

Send Copy of Transcript to University, College or Other Post-Secondary Institution

Steps:

1. Select Institution
2. Choose Send Option
3. Confirm & Add to Cart

Step 1: Select the university, college or other post-secondary institution you want to send your transcript to.

Choose From List:

Canadian Institutions International Institutions

Province:

Available Institutions

- ACADEMY OF CLASSICAL ORIENTAL SCIENCES
- ACADEMY OF EXCELLENCE (VICTORIA)
- ACADEMY OF LEARNING
- ACADEMY OF LEARNING (LANGFORD)
- ACADEMY OF LEARNING (NANAIMO)
- ACADEMY OF LEARNING (VANCOUVER)
- ACADEMY OF LEARNING (VICTORIA)
- ACADEMY OF LEARNING - LANGLEY
- ACADEMY OF LEARNING-SURREY
- ALEXANDER COLLEGE
- HILL BODY LASER CORP TRAINING INSTITUTE
- APR 08C UNIVERSITY ENTRANCE SCHOLARSHIP
- ABITON COLLEGE - ABBOTSFORD

Selected Institutions

[Go to Next Step](#)

- Here you choose the Post Secondary Institutions(PSIs) you are applying to and that will need to see your marks.
- You can change the province by clicking on the drop down menu beside the “Province” box
- You can pick up to 25 institutions for free.
- When you are done, all the schools you will be applying to should be in the “Selected Institutions” box.
- You can add or delete institutions at anytime just by logging in and following the steps back to this page.

Step 4

The screenshot shows a web interface for sending transcripts. At the top left is a blue button labeled "Back to My Dashboard". The main heading is "Send Copy of Transcript to University, College or Other Post-Secondary Institution". Below this, a progress bar shows three steps: "1: Select Institution" (highlighted), "2: Choose Send Option", and "3: Confirm & Add to Cart".

Step 1: Select the university, college or other post-secondary institution you want to send your transcript to.

Choose From List Search by Name

Canadian Institutions International Institutions

Province:

Available Institutions

- THOMPSON COASTLINE COLLEGE
- THOMPSON RIVERS UNIVERSITY
- TRU WESTERN UNIVERSITY (KAMLOOT)
- TRU SPA INSTITUTE OF AESTHETICS LTD
- UA PIPERS ACADEMY COLLEGE OF BC
- UBC REAL ESTATE DIVISION - LICENSING
- UBC FOR Real Estate Division ONLY
- UNIVERSITY CANADA WEST - ONLINE
- UNIVERSITY OF BC-BCU CAMPUSES
- UNIVERSITY OF NORTHERN BC
- UNIVERSITY OF THE FRASER VALLEY
- VANCOUVER ISLAND HIGHSCHOOL
- VANCOUVER ACADEMY OF DRAMATIC ARTS
- VANCOUVER COLLEGE OF ARTS

Selected Institutions

- UNIVERSITY OF NORTHERN BC

- When you are finished selecting your PSIs click on the “Go To Next Step” link.

Step 5

BRITISH COLUMBIA StudentTranscripts

Choose Send Options for University, College or Other Post-Secondary Institution Selection

Steps:

1: Select Institution 2: Choose Send Option 3: Confirm & Add t

Step 2: Confirm the university, college, or other post-secondary institutions you have selected to send your transcript to.

UNIVERSITY OF BC-UBC-ALL CAMPUSES
2016-1874 EAST MALL, VANCOUVER, BC, CA, V6T1Z1

Send my transcript electronically now. [Help?](#)

Send my transcript now and allow this Post-Secondary Institution to request transcript updates until the date specified below. [Help?](#)

Send updates until:

[← Previous Step](#)

Choose the second option
You can leave the date as is or
change to July 30, 2021

- Here you will check that you have all the PSI's you want selected.
- Do **NOT** click on the "Send My Transcript Now" button. **ALWAYS** check "Send Interim and Final Marks when they become available" checked. Schools do not want your transcripts now.
- By completing this form, you allow them to see your marks when they need to.
- If you want to change your selections you can click on the "Previous Step" link. If things look good, click on the "Go To Next Step" link.

Step 6

Logged in as Daniela Dani | Help | 1 item(s) in cart | Log Off

[< Back to My Dashboard](#)

i PSI selections are intended for students in Grade 12 to send their interim and final marks to the post-secondary institutions to which they have applied.

Confirm University, College or Other Post-Secondary Institution Selections

Steps:

1: Select Institution 2: Choose Send Option 3: Confirm & Add to Cart

Step 3: Please confirm the order information below is correct. Then click Add Order to Cart. Your transcripts will not be sent until your Shopping Cart order is completed.

UNIVERSITY OF VICTORIA [Remove](#)
PO BOX 3025 STN CSC, VICTORIA, BC, CA, V8W3P2

There is no preview to confirm. This institution will receive your interim marks electronically in May and/or your final marks in July.

I have reviewed my order and course information.

[< Previous Step](#) [Add Order to Cart](#) [Cancel Request](#)

- If these are the PSI's you have chosen, then Click on the "Add Order to Cart" link.

Step 7

[< Back to My Dashboard](#)

Shopping Cart

Please note that your transcripts and/or certificates will not be sent to the specified recipients until you checkout. Items remaining in your shopping cart, after you log out or close your browser, will not be available.

Transcripts going to a Post-Secondary Institution:

Recipient	Order Item	Request	Quantity	Date	
UNIVERSITY OF VICTORIA	Transcript	Send when final marks available	1	2018-OCT-10	Remove
UNIVERSITY OF VICTORIA	Transcript	Send when final marks available	1	2018-OCT-10	Remove

Cost:

Order Item Type	Quantity	Unit Cost
Transcript to Post-Secondary Institution(s)	2	\$0.00
	Subtotal:	\$0.00
	Total Cost:	\$0.00

[Submit Order](#) [Cancel](#)

- You are allowed 25 selections for free. In the unlikely circumstances that you require more you will have to pay for them.
- If you have 25 or less selections your total should be \$0.00.
- Click on the “Submit Order” link.

Step 8

Log you in as [Larissa Laine](#) | [Home](#) | [View Profile](#) | [Log Out](#)

[← Back to My Dashboard](#)

Post-Secondary Institution Choices

Institution	Order Date	Order #	Status
UNIVERSITY OF VICTORIA	2018-OCT-03	649686	COMPLETE
CONCORDIA UNIVERSITY (MONTREAL)	2018-OCT-03	649686	COMPLETE
KING'S COLLEGE HALIFAX	2018-OCT-03	649686	COMPLETE
UNIVERSITY OF BC-UBC-ALL CAMPUSES	2018-OCT-03	649686	COMPLETE
LANGARA COLLEGE	2018-OCT-03	649686	COMPLETE
UNIVERSITY OF WATERLOO	2018-OCT-03	649686	COMPLETE
MCGILL UNIVERSITY (MONTREAL)	2018-OCT-03	649686	COMPLETE
DALHOUSIE UNIVERSITY (HALIFAX)	2018-OCT-03	649686	COMPLETE
BROCK UNIVERSITY (ST CATHERINES)	2018-OCT-03	649686	COMPLETE
YORK UNIVERSITY (TORONTO)	2018-OCT-03	649686	COMPLETE
UNIVERSITY OF GUELPH	2018-OCT-03	649686	COMPLETE
UNIVERSITY OF MONTREAL	2018-OCT-03	649686	COMPLETE
UNIVERSITY OF TORONTO	2018-OCT-03	649686	COMPLETE
BISHOP'S UNIVERSITY (SHERBROOKE)	2018-OCT-03	649686	COMPLETE
RYERSON UNIVERSITY (TORONTO)	2018-OCT-03	649686	COMPLETE
QUEEN'S UNIVERSITY (KINGSTON)	2018-OCT-03	649686	COMPLETE
SIMON FRASER UNIVERSITY	2018-OCT-03	649686	COMPLETE
WESTERN UNIVERSITY	2018-OCT-03	649686	COMPLETE
UNIVERSITY OF VICTORIA	2018-OCT-10	651199	PAID
UNIVERSITY OF VICTORIA	2018-OCT-10	651199	PAID

- You have now completed your PSI's requests form with Student Transcript Services.
- If you want to check your selections, just return to your "My Dashboard" page and click on the "View your Post Secondary Institution Choices" link.

If you have any questions with this process or are confused, please see your counsellor. Please be sure that you have your BCiED username and password with you so we can log in and see your form.

**** MAKE SURE TO REMEMBER YOUR ACCOUNT AND PASSWORD INFORMATION!! WRITE IT DOWN!! KEEP IT SAFE!! THIS IS EXTREMELY IMPORTANT. YOUR INTERESTS IN UNIVERSITYS/COLLEGES DEPEND ON IT!!**