

GR. 12 STUDENTS

INSTRUCTIONS FOR COMPLETING YOUR PSI SELECTIONS ONLINE

In order for the Ministry of Education to release your marks to post-secondary institution(s), you must provide your consent. This is the process to give your consent to the Ministry of Education.

PART A: BCeID

You will need to sign up for a "BCeID" first in order to access the StudentTranscripts Service.

1. Go to the Ministry of Education's website: <http://www.studenttranscripts.gov.bc.ca>
2. Under the "StudentTranscripts" section, click on "Sign up for a BCeID".
 - Register for a Basic BCeID by entering your personal information. When done, click **Continue**.
 - The next screen is titled "To complete login with your BCeID, review your BCeID account activity". Click **Continue**.
 - The next screen is titled "Registration Complete". Click 
 - You will receive a confirmation email indicating that you have registered for a BC Ministry of Education StudentTranscripts service.

PART B: Register for StudentTranscripts

You will need your PEN for this step.

1. Enter your PEN # and personal details. Click on "Submit".
2. The next screen is titled "Register for StudentTranscripts – Confirmation".
3. To continue, you must activate your registration. Go to your email account and click on the "Activate StudentTranscripts Registration" link in the confirmation email you receive. *The email will be from noreply.studenttranscripts@gov.bc.ca and the subject will be "Activate your Education Account"*.
4. Login to your BCeID account with your username & password.
5. Once completed, you will be automatically taken to a new screen titled "My Dashboard". It will say "Welcome to Student Transcripts".

PART C: Send your transcripts

You will be on the "My Dashboard" screen. It will say "Welcome to Student Transcripts". (from step 4 of part B above)

You will be asked to select from a choice of 3 services:

1. TRANSCRIPTS & CERTIFICATES:

- **Send /Order your transcript** 
- Order your Graduation Certificate (for students who have graduated)
- View your Post Secondary Institution choices

2. ACCOUNT INFORMATION

3. MARKS & SCHOLARSHIPS

- View your transcript
- View your Provincial Examinations Results
- View your Scholarships

1. Click on "Send/Order your transcript"
2. Click on the box next to the "I consent" (in red type)
3. Click on the "Send transcript" link where it says "Send your transcript to a university, college or other post secondary institution (s)."

PART C: Send your transcripts (continued)

There are 4 steps to complete when requesting your transcript to be forwarded to a post-secondary institution:

1. Select Institution(s)

- Choose the school(s) you wish to receive your transcript. Multiple schools can be selected (to avoid doing this process each time for each school).
- Next, click on 

2. Choose Send Option

- Choose "**Send Interim and Final Marks when they become available**".
- Click on 

3. Confirm & Add to Cart.

- Verify that the schools showing are where you want your transcripts to be sent. (You can use  to go back and add more schools if you wish.)
- Check off the box almost at the bottom of the screen that indicates that "**I have reviewed my order and course information**" (in red type).
- Click "Add Order to Cart" button at the bottom of the screen.

4. Shopping Cart

- Your order (your 'shopping cart') will show on the screen. Verify that for each school you have requested "Send when final marks available".
- You can send your transcript to a maximum of 25 schools for free. Additional schools, beyond the 25 permitted, can be added for a cost of \$10 per transcript.
- If correct, click on 
- A confirmation screen will appear indicating that your request was successfully received.

*In the future, if you wish to order transcripts, check provincial exam marks or scholarships received or update your personal information, go to: www.studenttranscripts.gov.bc.ca. Login with your Username and Password.

*Once you have graduated, additional copies of your transcript can be ordered via this service for a fee of \$10 per copy.