September

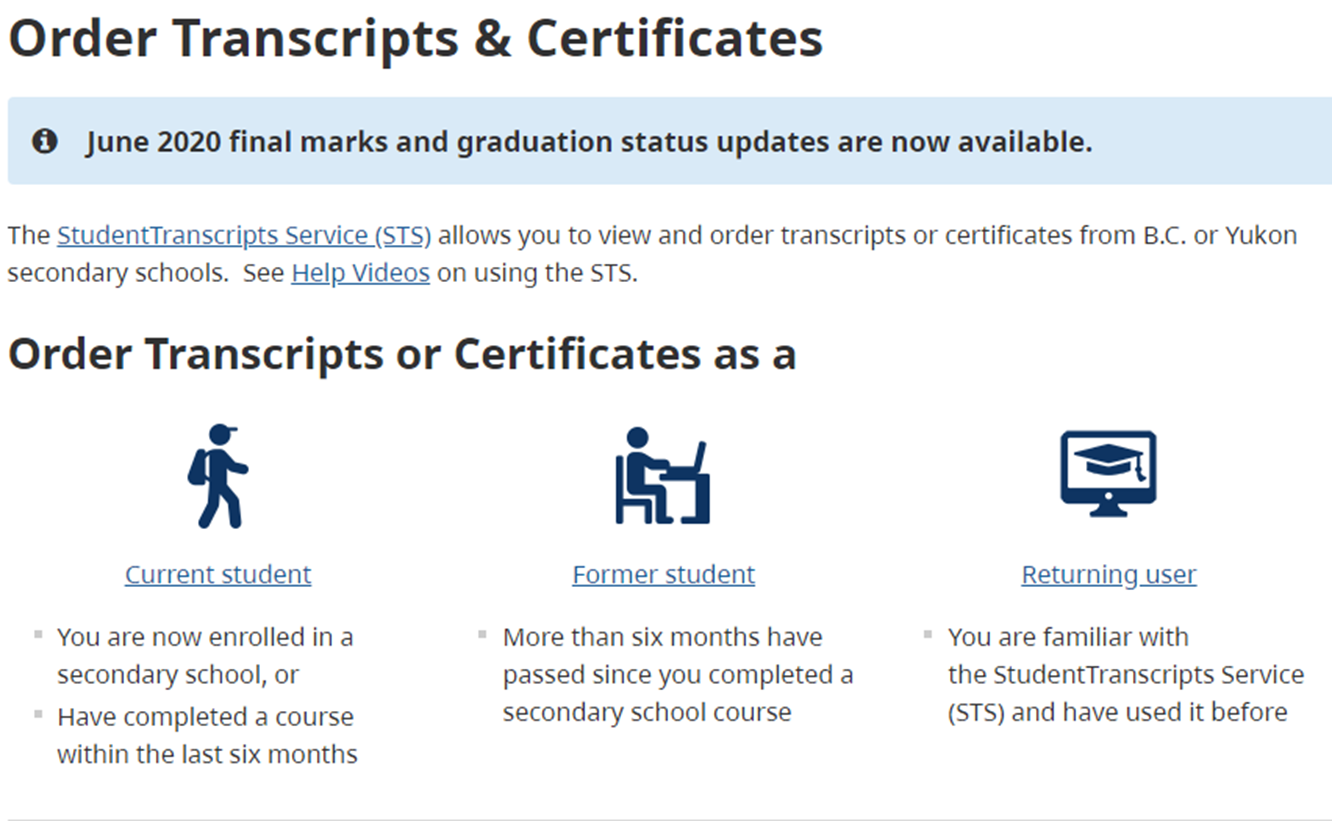
Hello Grads,

If you plan on attending college or university next year, you will need to provide your grades to the schools you apply to. This will happen in several ways depending on the schools’ preference (**which they will notify you of)**. One of those ways is to complete the STS Form (transcript and certificate form:

Go to:

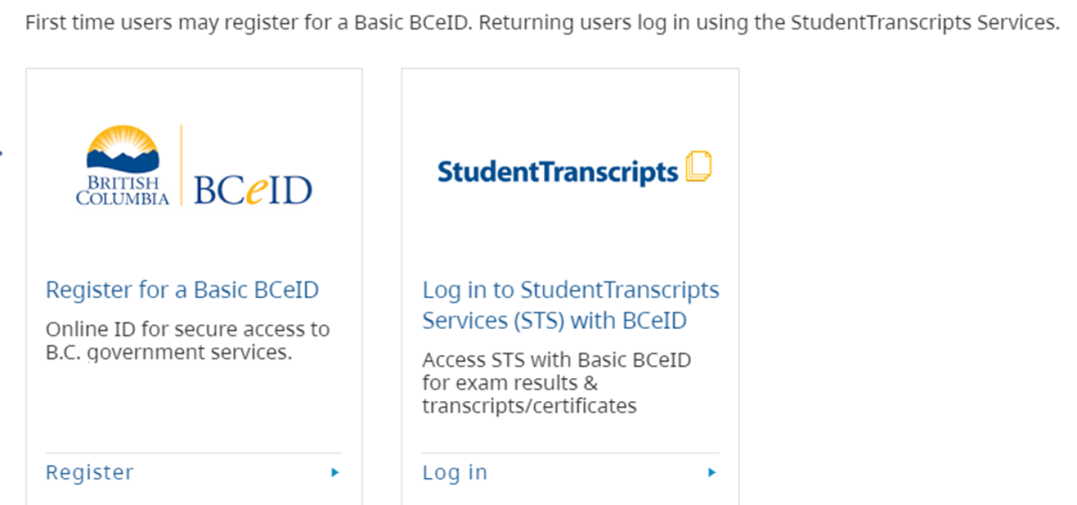
<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>

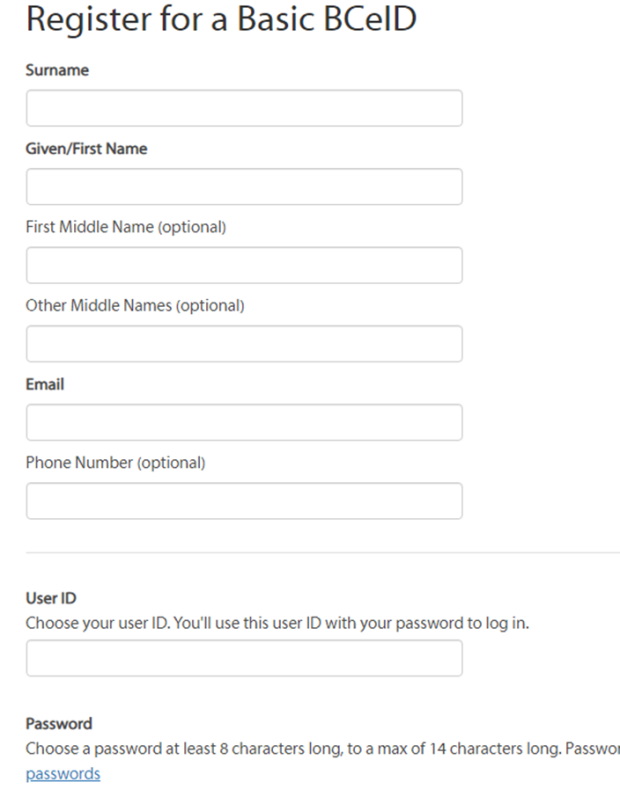
Here is what it looks like:

Click on “Current student”

Then:

Click on “Register for a Basic BCeID





Register your **BCeID** by clicking the “**Register for a Basic BCeID**” button. **READ** the instructions and complete the fields required on the form. Make note (that means write down) the user name and password you created. **Once you have done this, you will get an email asking you to activate your account.** Open your email to find the email from BCeID (DO NOT OPEN ON YOUR PHONE). By opening the email, your account will be activated.

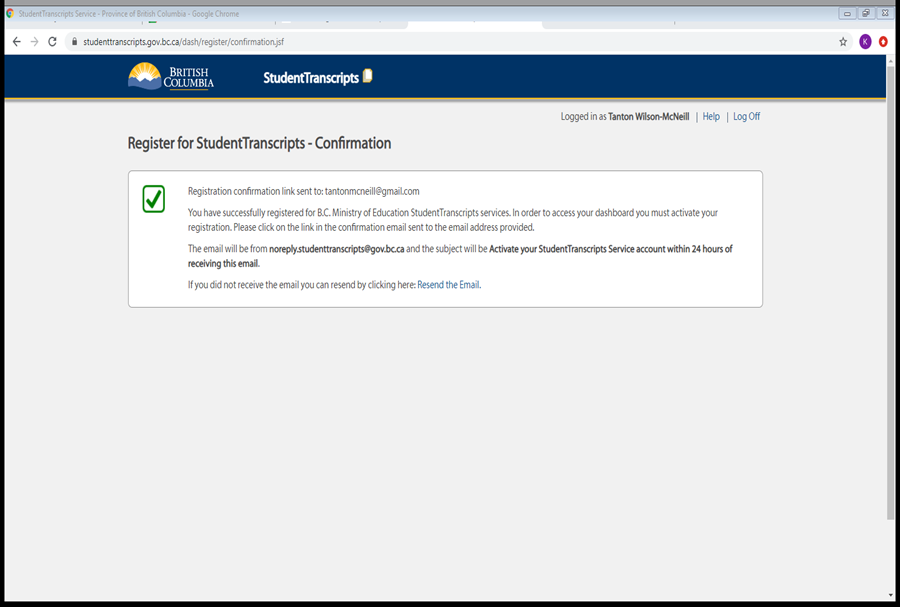
**You will now need to register for Student Transcript Service.**

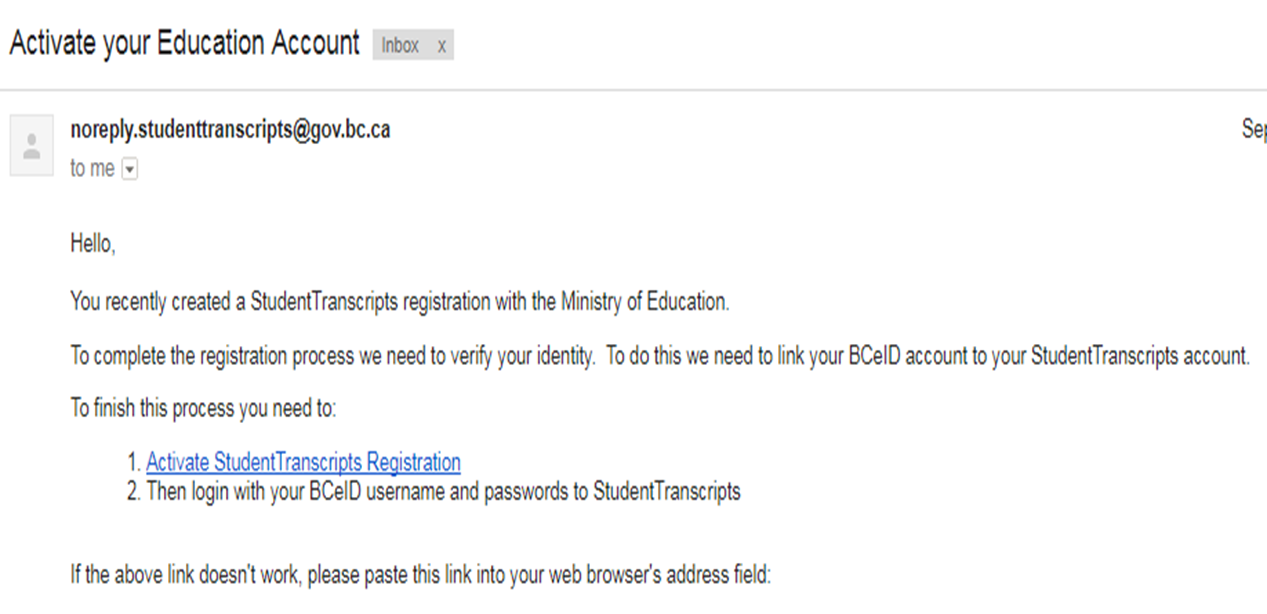
**The BCeID login will direct you to the StudentTranscripts Online Registration Form. You will need your PEN, full legal name, DOB and a current email address to complete the registration process**

Graphical user interface, text, application, email

Description automatically generated

Once you complete this, an email will be sent to you to activate your Student Transcript Service Account. Click on the link to activate account.

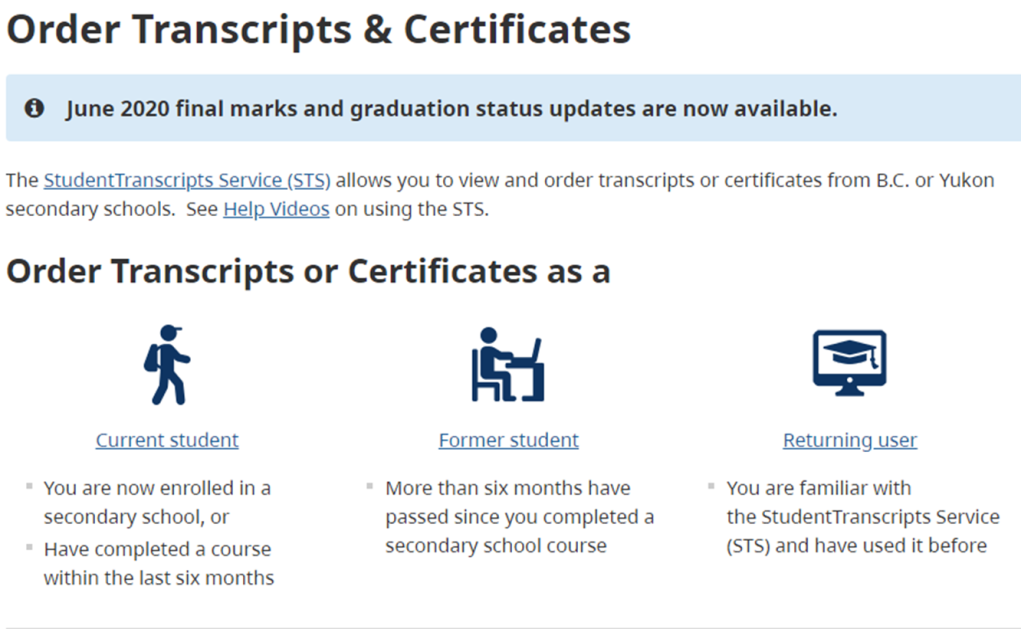




Then go back to:

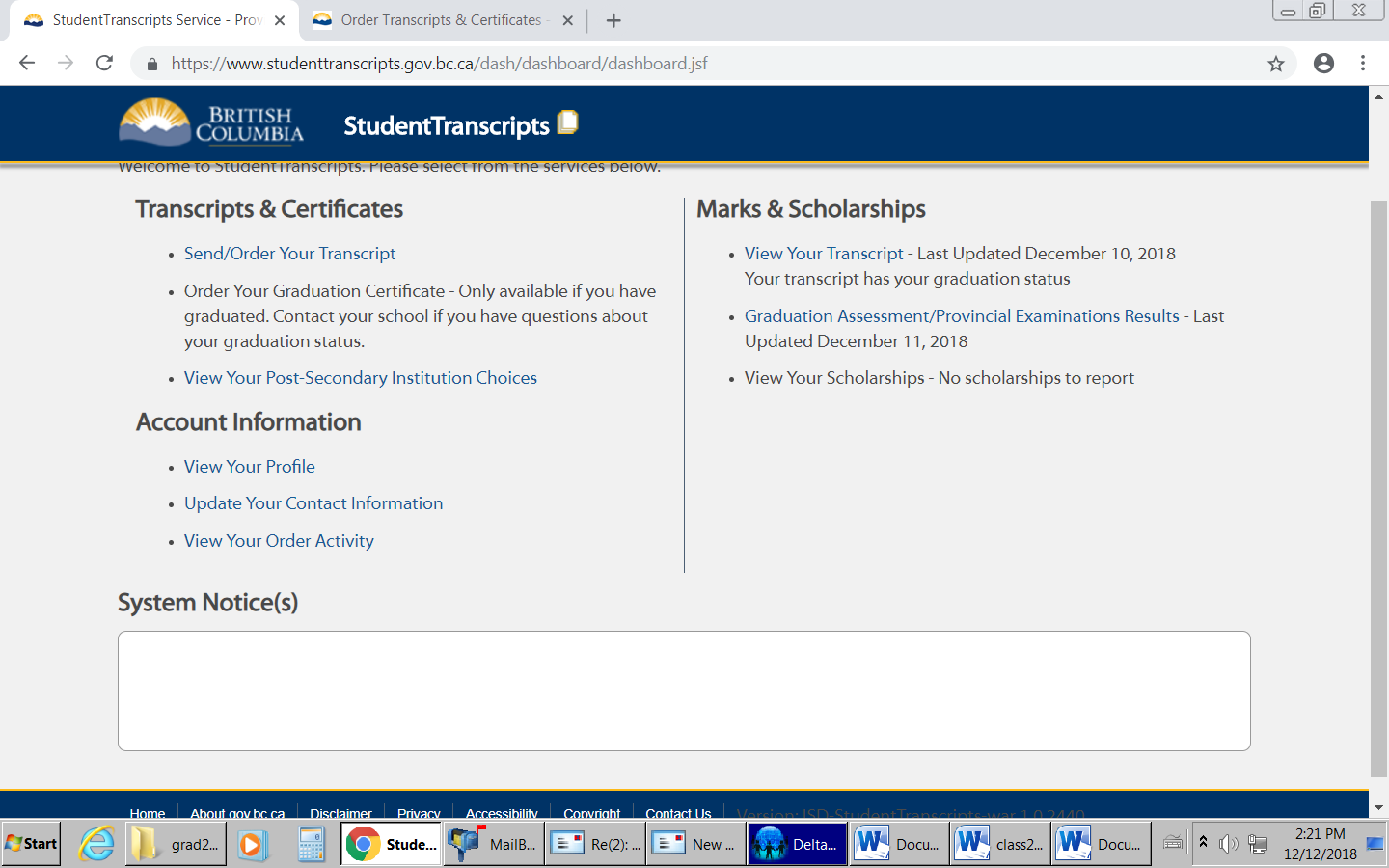
<https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>

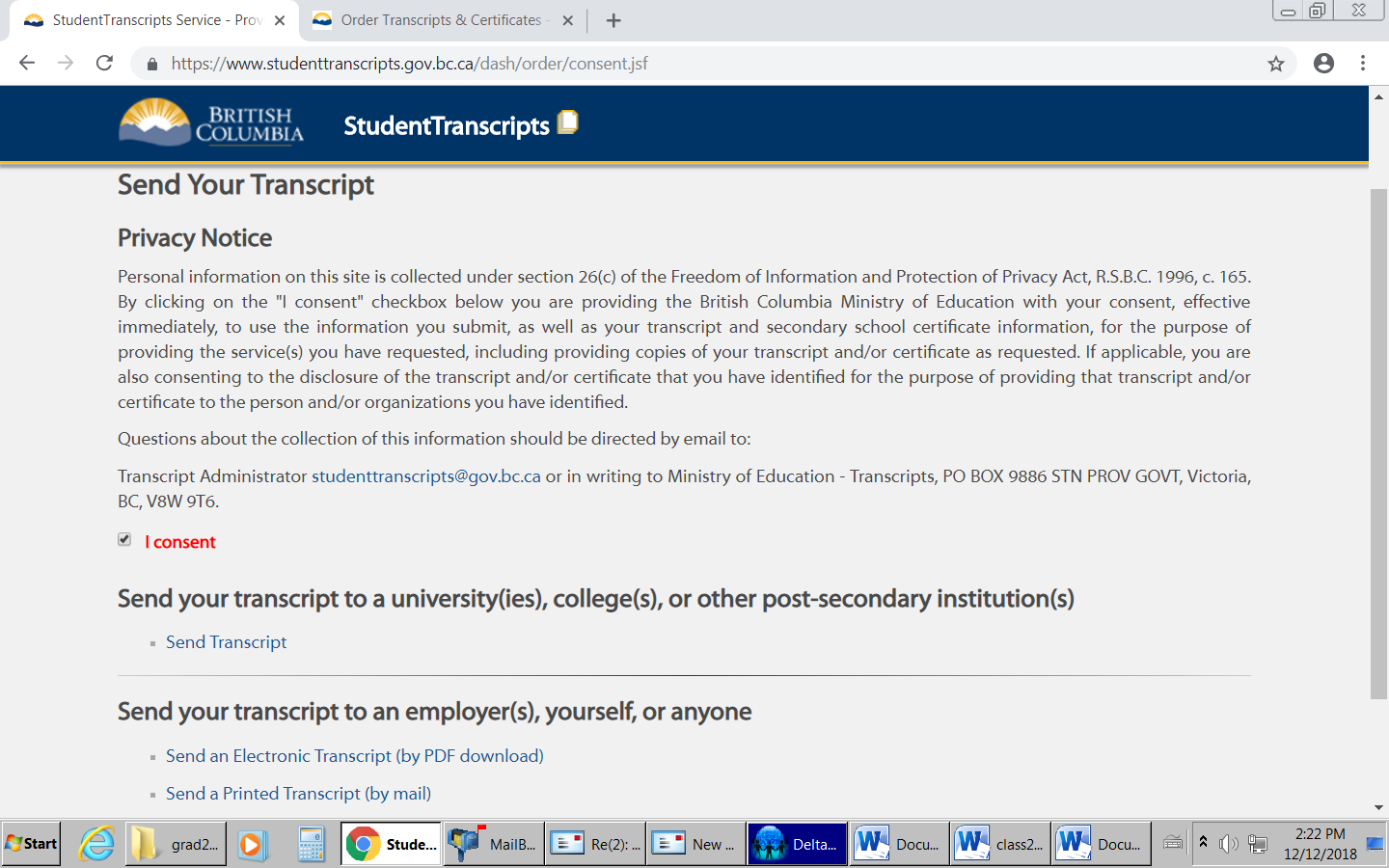
Now use the “Log in with BCeID” button to log into the site by clicking on “Returning user”. The page looks like this.





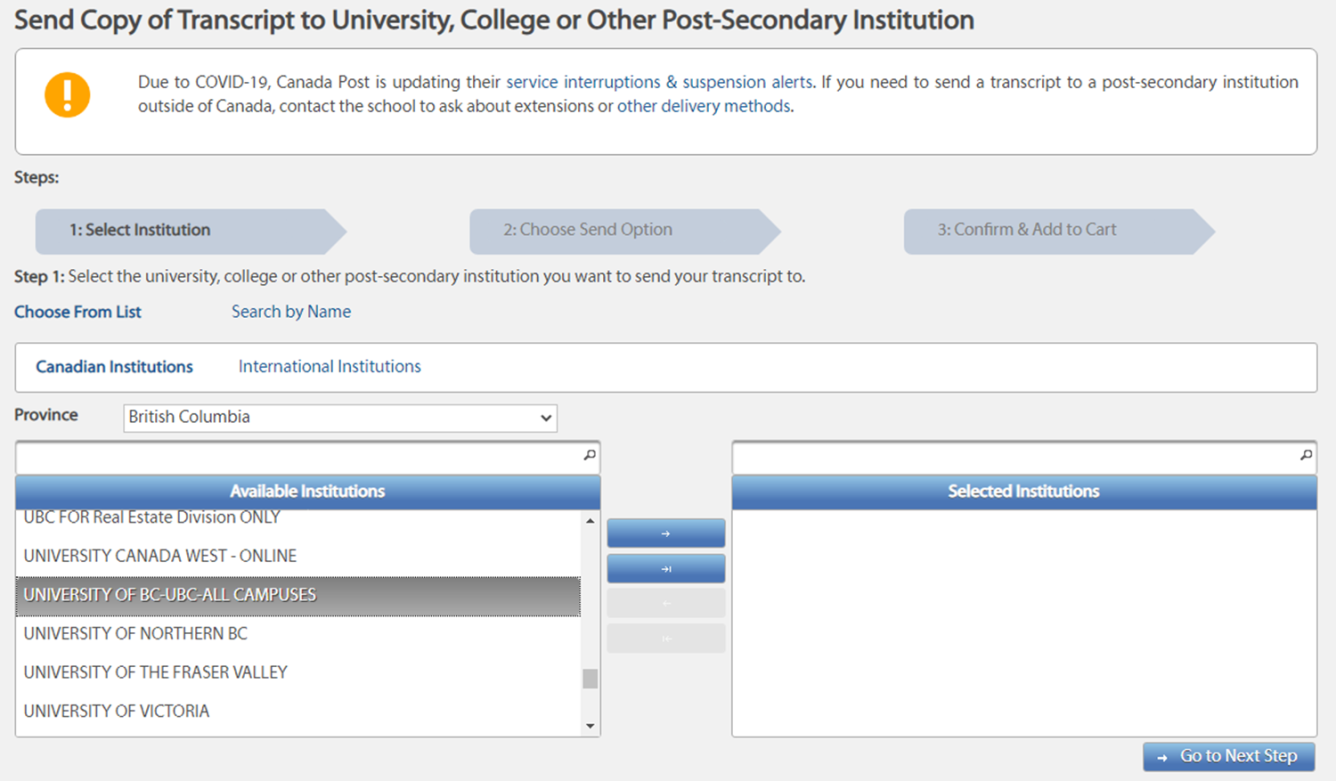
Now click, “send/order transcripts”





Check the, “I consent” box, then select send transcript

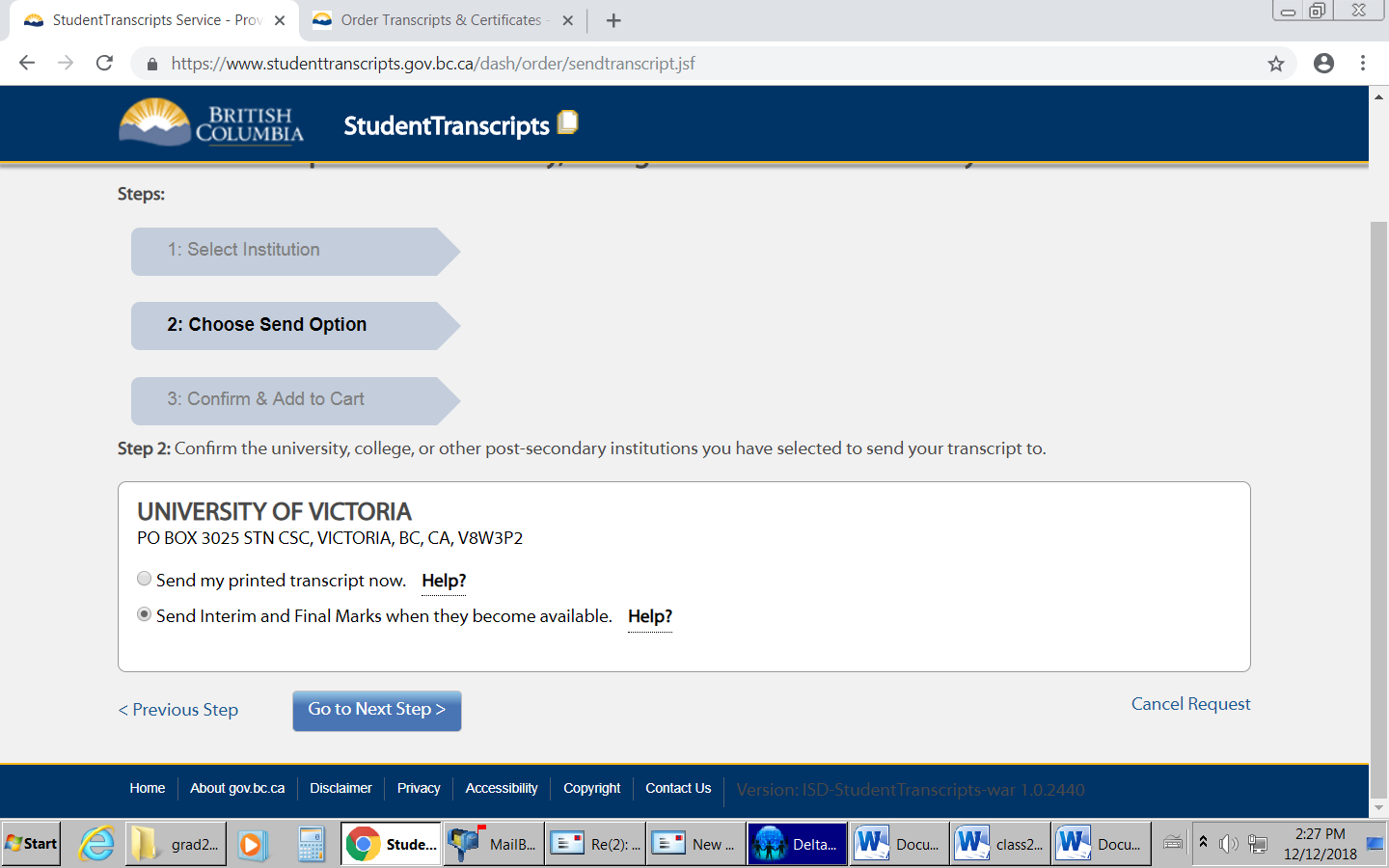
This page defaults to BC PSIs. Select the PSIs from the list by highlighting the name, then click move to list. Repeat the process for all schools you applied to or are planning on applying to. To switch provinces, use the pull down menu.



For schools outside of Canada

Drop down for other provinces

Then click, “Go to Next Step”

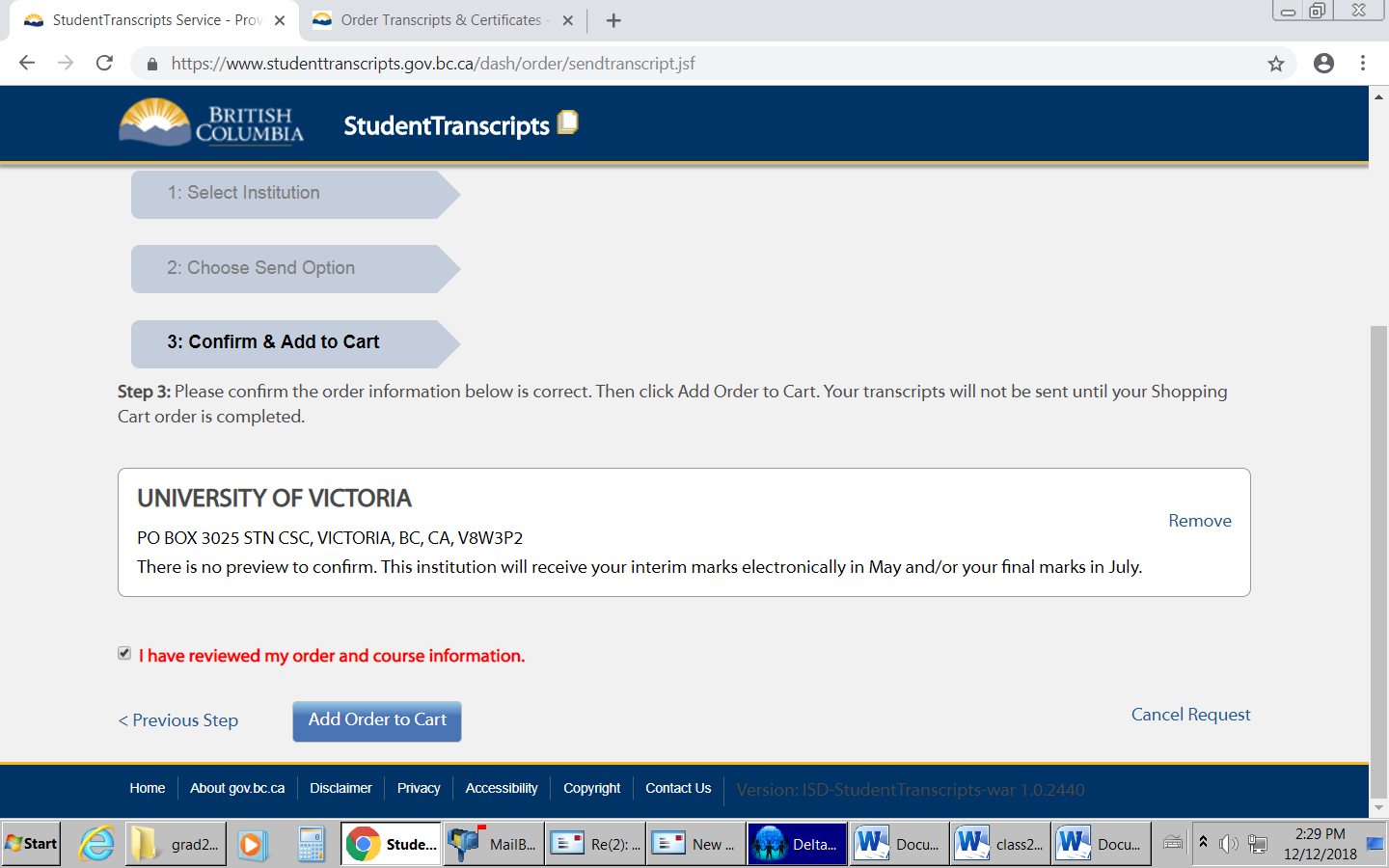


Do not choose Send my printed transcript NOW

The next step is to click the appropriate button which will default to the option each PSI wants. In the example above it is “send interim and final marks…”

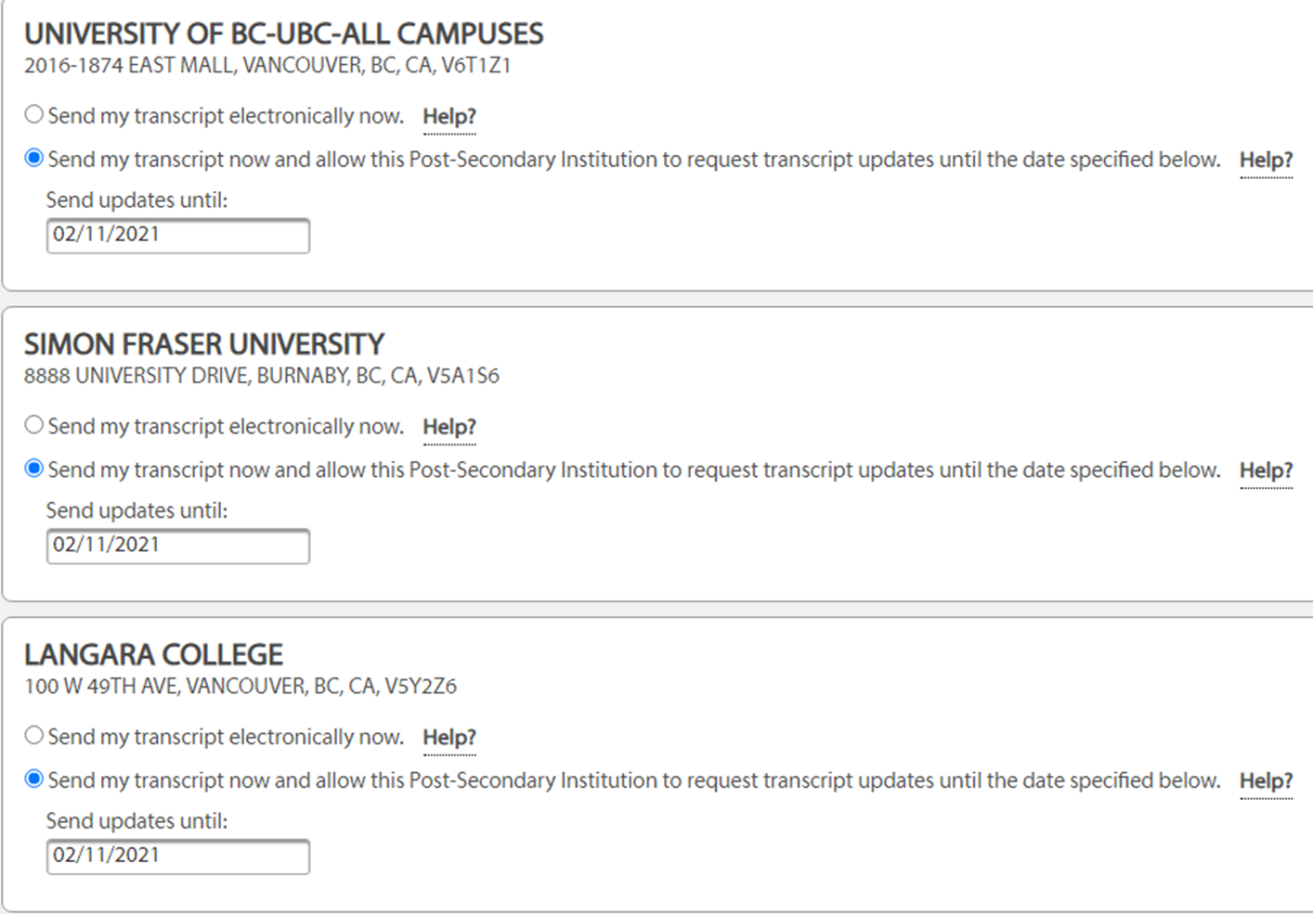
**DO NOT CHOOSE “SEND MY PRINTED TRANSCRIPT NOW”**

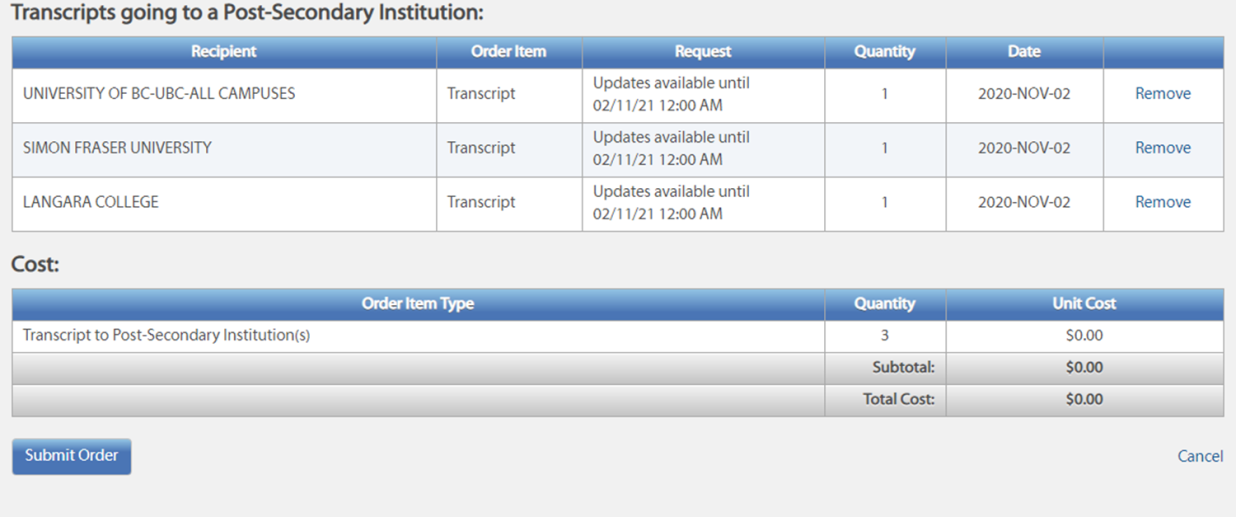
Go to Next Step

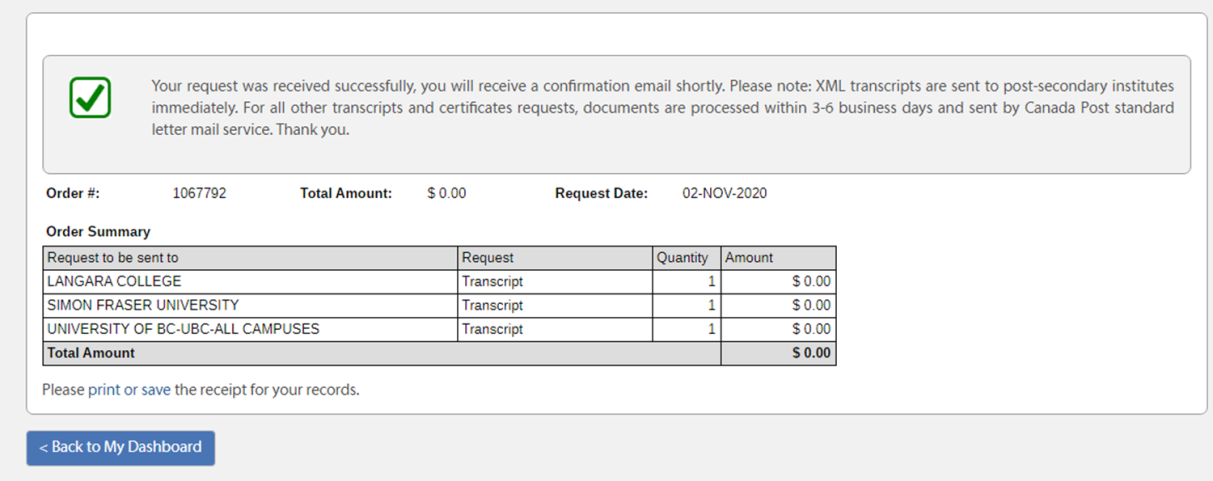


Check the “I have reviewed my order”, then add to cart, then submit.

For some schools, it will look like this.

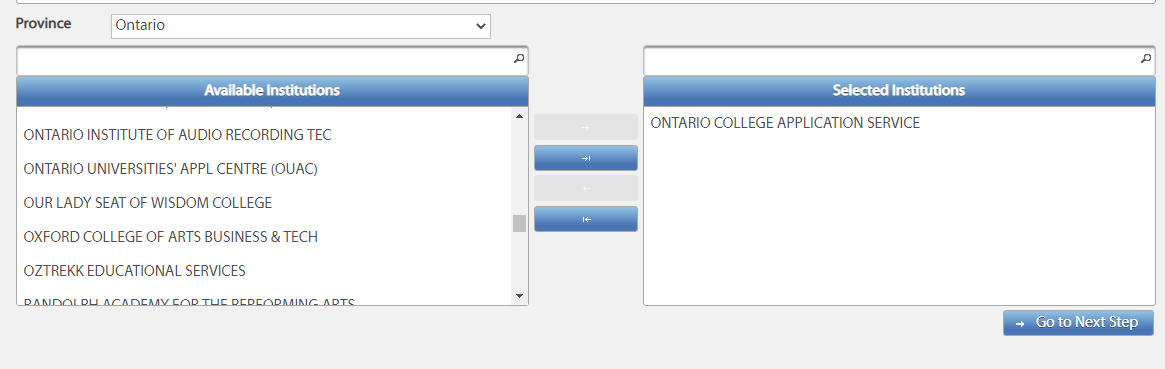






**For Ontario Universities**

Choose Ontario Universities APPL Centre (OUAC)



Send questions or concerns about ordering your official documents to

Email: [studenttranscripts@gov.bc.ca](mailto:studenttranscripts@gov.bc.ca)

Include your name, birth date, Personal Education Number (PEN) in your email.