**Why do you need to register for the BC Student Transcripts Service?**

**To:**

1. View and order secondary school transcripts
2. Send your student transcript to post-secondary institutions (colleges and universities)
3. Order a graduation certificate (if graduated)
4. View provincial exam or graduation assessment results
5. View BC Scholarship awards received

**What do you need to do?**

**To create your account with the BC Student Transcript Service:**

1. Google **BC Student Transcripts Service** (click on “Order a High School Transcript, and scroll down)



OR go to[**https://www2.gov.bc.ca**](https://www2.gov.bc.ca)and search **Student Transcripts** Service (click on the highlighted StudentTranscripts or Basic BCeID as needed)

****

**NOTE:**

If you have not already created an account, you must first create a BCeID (follow the link)**.**

* You need your Personal Education Number (PEN). Find this 9-digit number on the right hand corner of any report card or obtain it from your counsellor.
* Create a BCeID account. Then follow system prompts and register for the Student Transcript Service.
1. . You may have to click on “Current Student” from the webpage you are on.



1. Login to the Student Transcript Service using your BCeID



1. Print off your Unofficial Transcript.
* **Transcript printed and handed in to CLC 12B teacher**

**To send your transcript to a post-secondary institution:**

The **Post-Secondary Institution (PSI) Selection Form** allows you to authorize the Ministry of Education to forward your **INTERIM OR FINAL OFFICIAL TRANSCRIPT** to post-secondary institutions of your choice. It is a good idea to send your transcript to any institution you think you might attend.

1. On My Dashboard, click the **“Send/Order Your Transcript”** menu option
2. Tick the **“I consent”** box
3. Select **“Send Transcript”**
4. Make selections.
5. Go to Next Step
6. Select **“Send Interim and Final Mark when they become available.”**
7. Go to Next step.
8. Tick **“I have reviewed my order and course information.”**
9. Add Order to Cart
10. **Submit Order**
* **Transcript sent to at least 1 post-secondary institution.**

*\*\*Students applying to post-secondary institutions must complete the PSI Selection Form process by May of your graduation year for Interim transcript data to be made available to the post-secondary institutions or June of your graduation year for final transcripts to be made available to all post-secondary institutions in late July\*\**

See following YouTube links for additional support:

<https://www.youtube.com/watch?v=xJCk3Uj3P0Q>

https://www.youtube.com/watch?v=SSo\_U7XmH8k