

## 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](mailto: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 

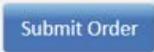
### 2. Choose Send Option

- Choose **"Send my transcript now and allow this Post Secondary Institution to request transcript updates until the date specified below." or "Send Interim and Final Marks when they become available". or "Send final marks when they are available."**
- Do not select "Send my transcript electronically now." or "Send my printed transcript now". These selections are for students who have already graduated.
- 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](http://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.

