

## TRANSCRIPTS: VIEW, ORDER, SEND

If you are thinking about or will be attending a post-secondary institution, you **MUST** use the StudentTranscripts Services (STS) to have the BC Ministry of Education send your transcript.


Students who have previously created a BCeID and accessed simply need to log in to the STS site and skip to Part B. You will need your PEN (personal education number) which is a 9-digit number in the left-hand corner of BC report cards.

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

2. There are instructional videos  on this site that can assist you:

The [StudentTranscripts Service \(STS\)](#) allows you to view and order transcripts or certificates from B.C. or Yukon secondary schools. See [Help Videos](#)  using the STS.

### **PART B: ORDERING AND SENDING TRANSCRIPTS TO A POST-SECONDARY INSTITUTION (PSI)**

Grade 12 students will need to have the BC Ministry of Education send their final transcript in July (and in some cases an interim transcript in May) to all PSI's that they are applying to.

1. At the same Ministry of Education site, students can request transcripts to be sent to their PSI's. The video "How to order and or send a transcript to a Post-Secondary Institution" will assist students through the process.

2. The PSI selections are displayed with different methods of sending the transcript. One method will be checked off. Students should **NOT** change the default as this is the method of sending that the specific institution has requested.

### **PART C: THE STUDENTTRANSCRIPTS SERVICE (STS) DASHBOARD (additional information)**

When you are logged into the STS, you will be able to see "My Dashboard" and will have access to the following information:

#### **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**

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

#### **3. MARKS & SCHOLARSHIPS**

- View your transcript
- View your Graduation Assessment/Provincial Examinations Results
- View your Scholarships