**All students intending on pursuing a post-secondary program** must register for a BCeID to access the Student Transcript Service. This service ensures that official transcripts are sent to post-secondary institutions (PSI).

This step is **in addition to** any self-reporting, emailing, or uploading of transcript via post-secondary student account that you do directly through the post-secondary institutions. Grades will be verified by the university when official grades are received electronically from the BC Government via the STS.

**Go to the following website to create a basic BCeID and access the Student Transcript Service (or Google “Student Transcript Service BC”):**

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

**Once you have a BCeID and are in Student Transcript Service:**

**Step 1** - Select Institution: Select the PSI(s) where you intend to apply.

**Step 2** - Confirm & Add to Cart - take the time to confirm that PSI details are correct. Interim marks will be sent electronically in May and final marks are sent electronically in July. DO NOT CHANGE THE SELECTION TO ‘SEND MY TRANSCRIPT ELECTRONICALLY NOW’ OR ‘SEND MY PRINTED TRANSCRIPT NOW’. If you send your transcript now, it will not have the required information yet. Leave it on the default option. Click on ‘Go to Next Step’

**Step 3** - Click the checkbox ‘I have reviewed my order and course information’ to enable the Add Order to Cart button

**Step 4** - Click Submit Order in your shopping cart.

**Questions?** Email Ms. Carmen Moorhouse at [cmoorhouse@sd43.bc.ca](mailto:cmoorhouse@sd43.bc.ca)

**Issues creating or accessing your BCEID?** Email [servicebc@gov.bc.ca](mailto:servicebc@gov.bc.ca) or call or text 604-660-2421