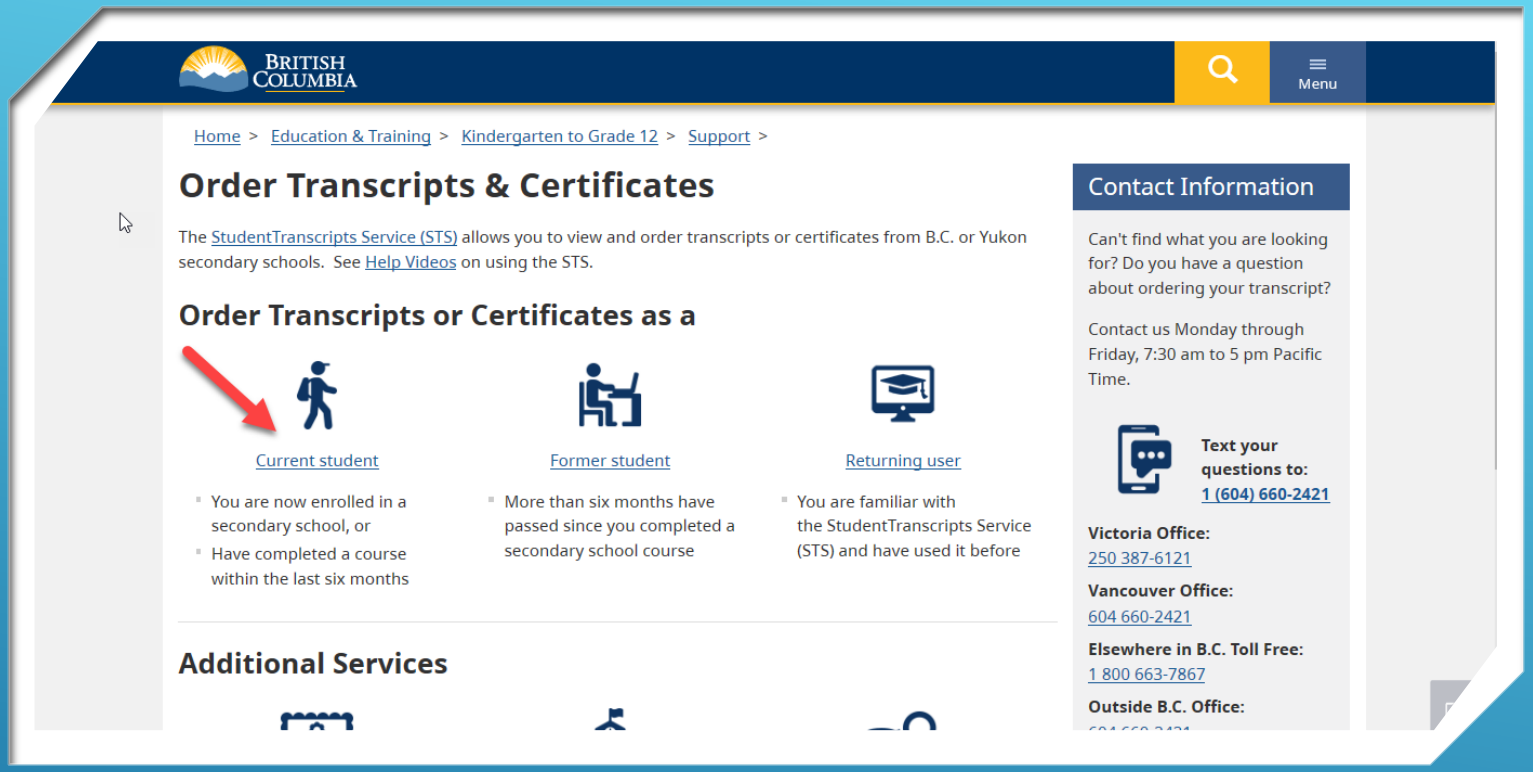
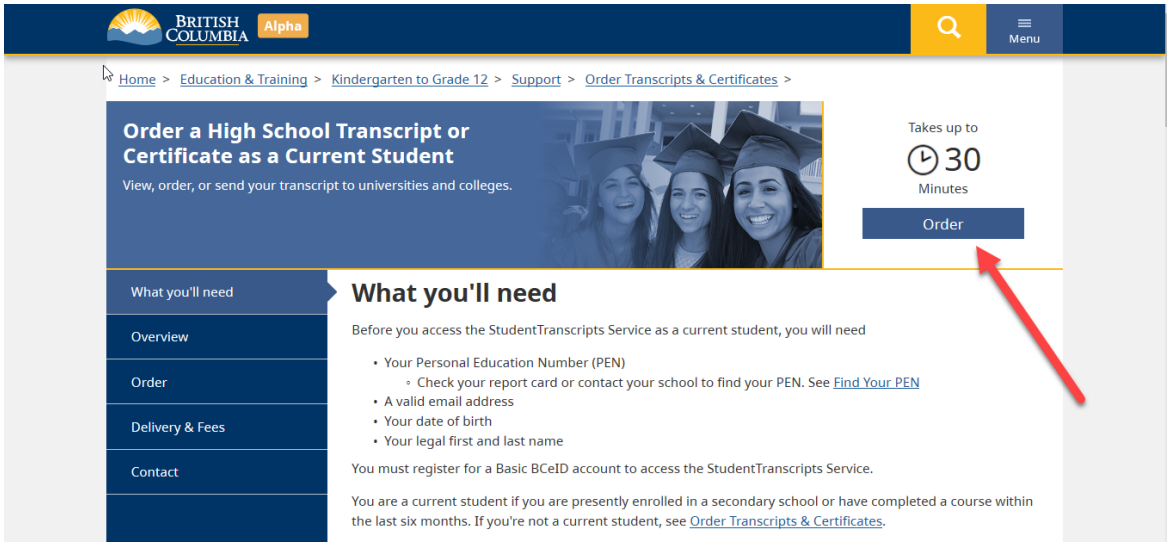
STUDENT TRANSCRIPT SERVICE

SENDING TRANSCRIPTS TO POST SECONDARY SCHOOLS



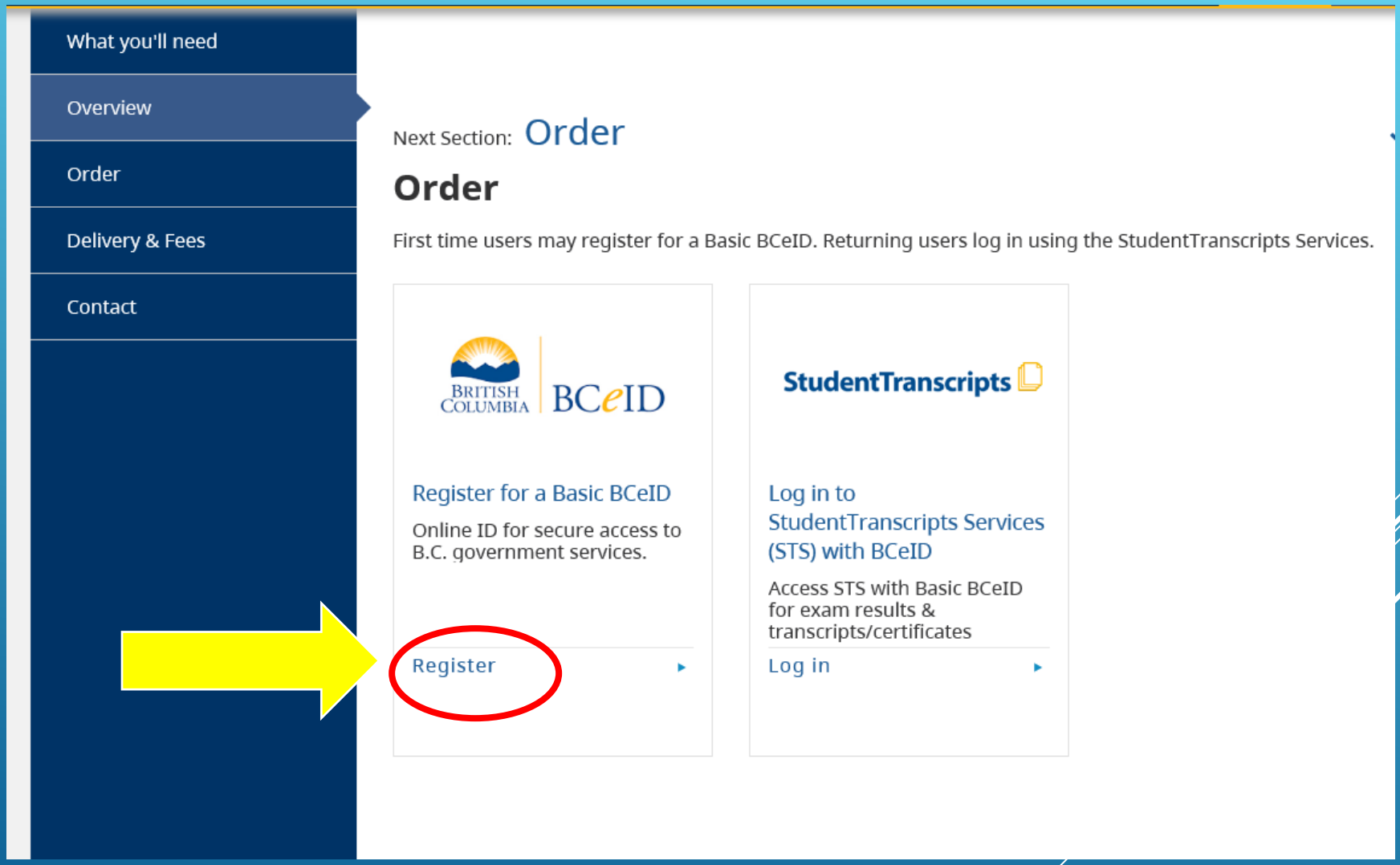
1. ACCESSING THE TRANSCRIPT SERVICE:

studenttranscripts.gov.bc.ca



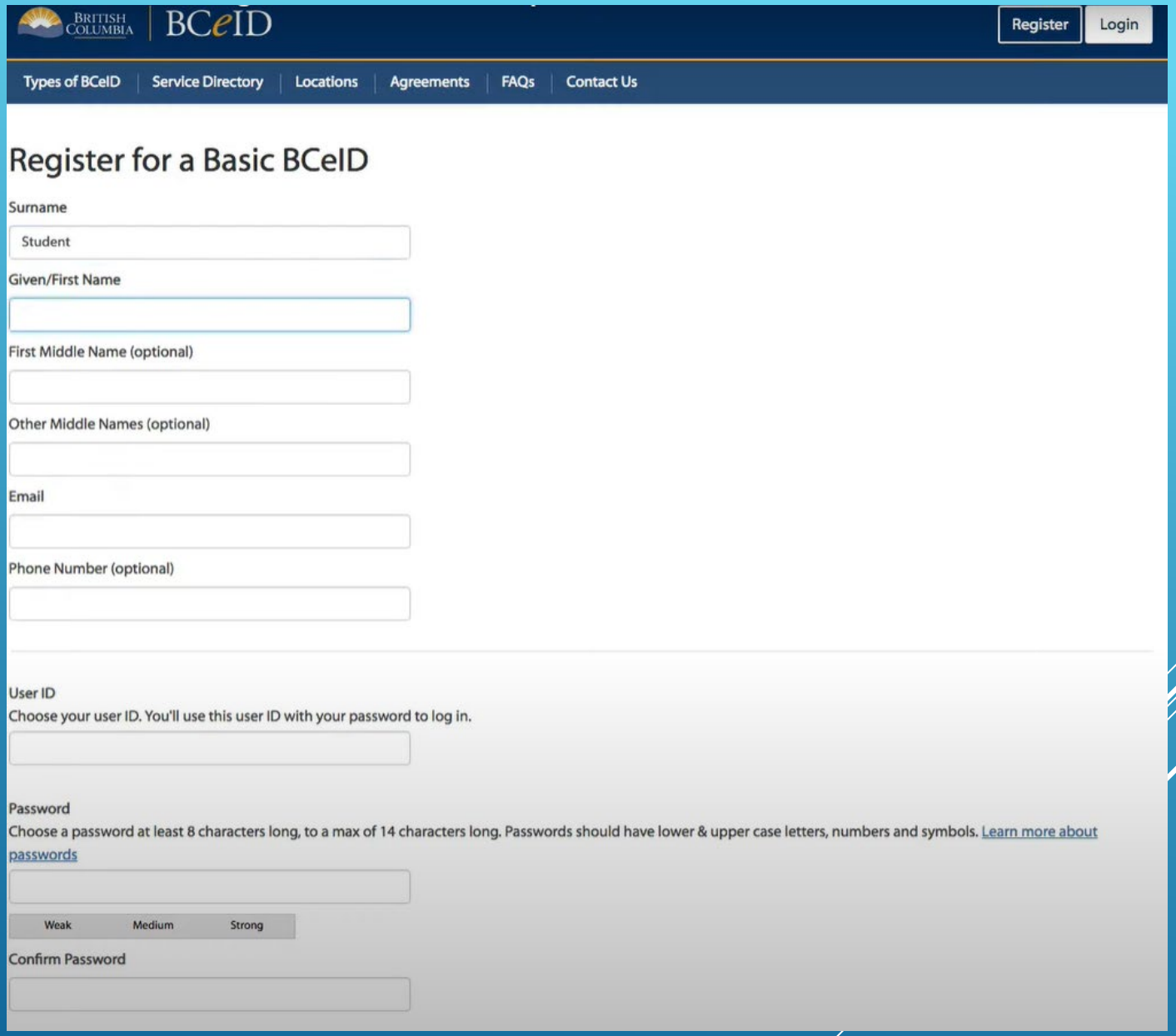
2: CLICK "ORDER": THIS MAY TAKE UP TO 30 MINUTES TO COMPLETE

3. NEXT YOU WILL REGISTER FOR BCeID

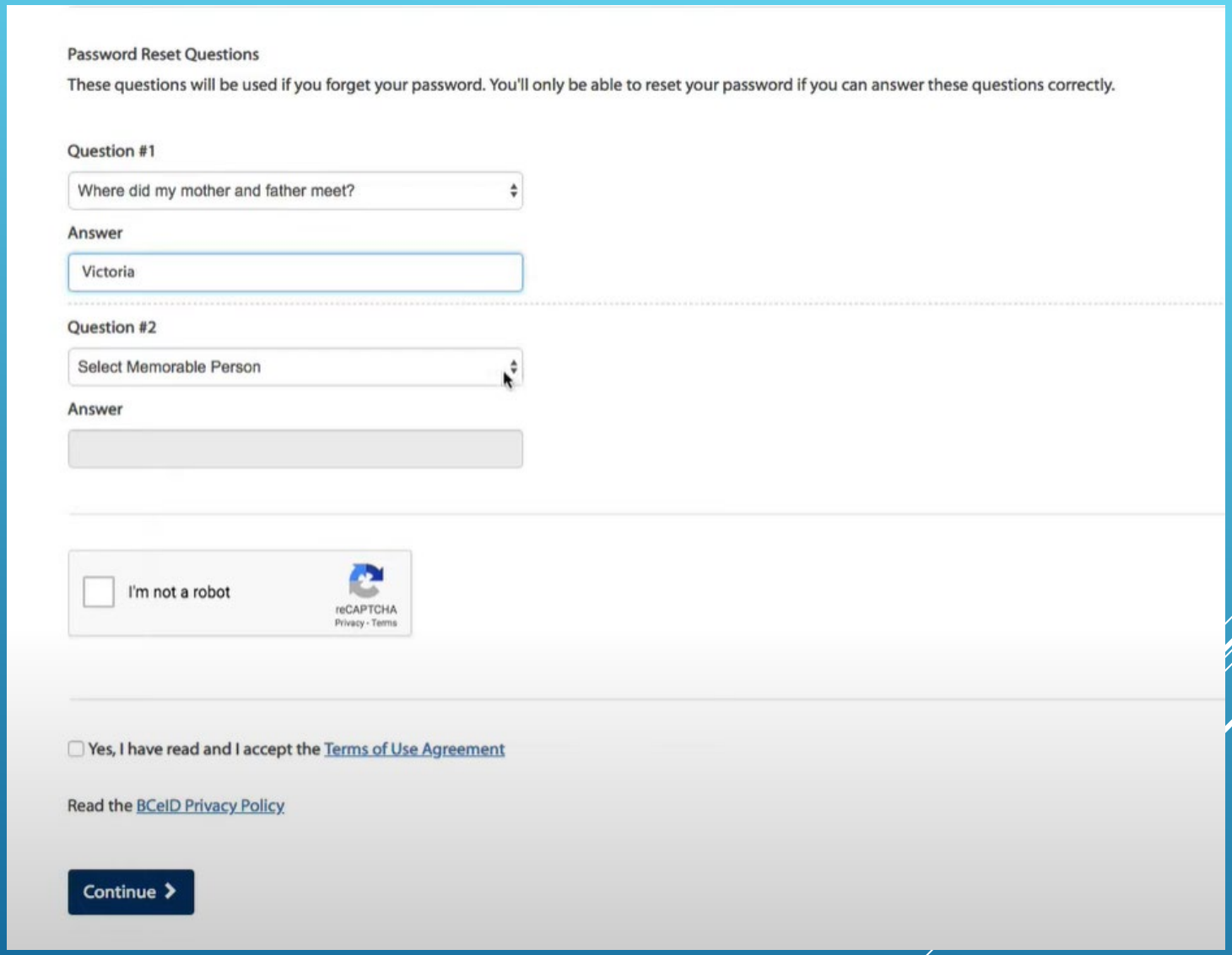


4.

COMPLETE THE FIELDS TO REGISTER FOR A BCEID

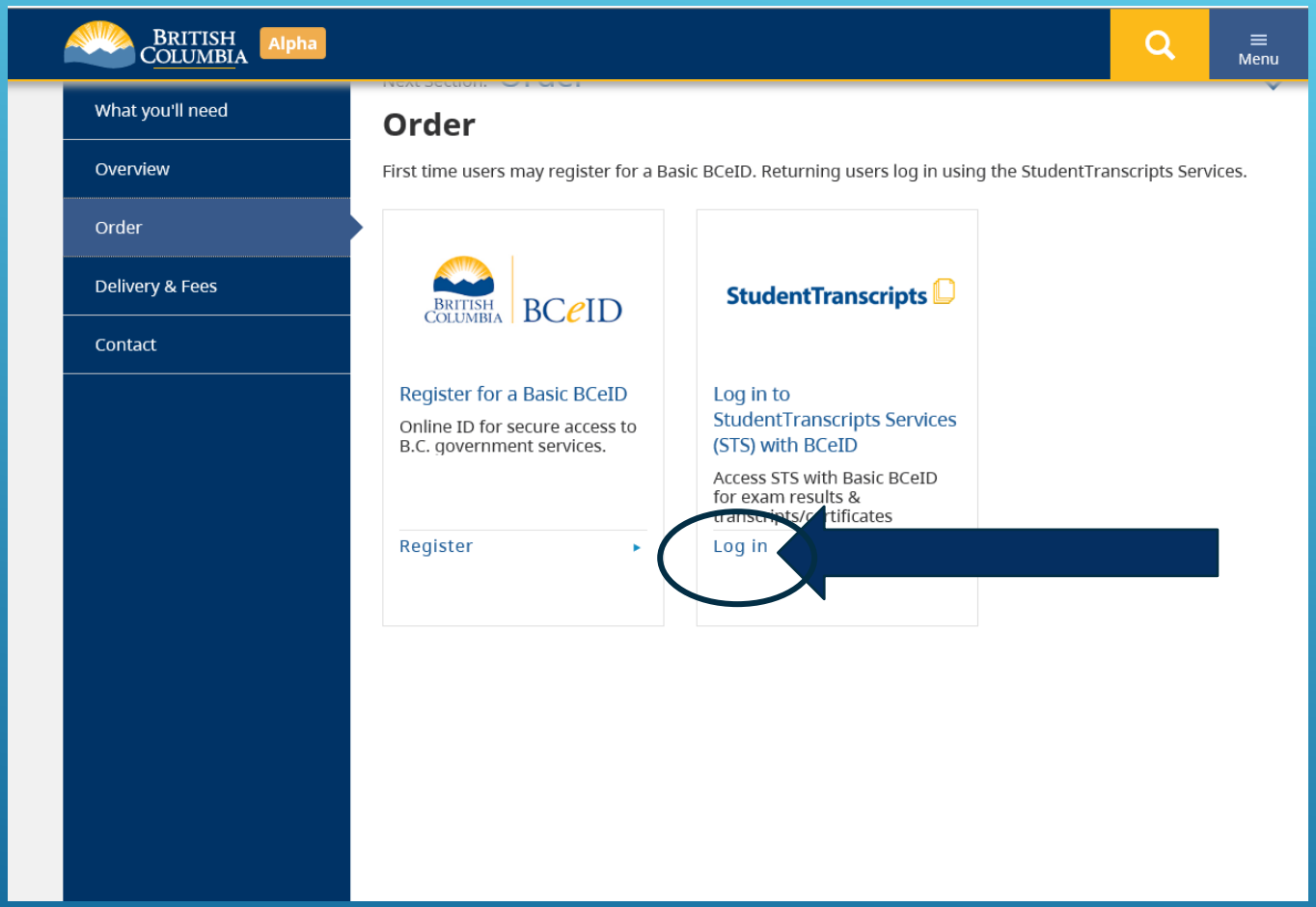


4.1 CHOOSE YOUR PASSWORD RESET QUESTIONS



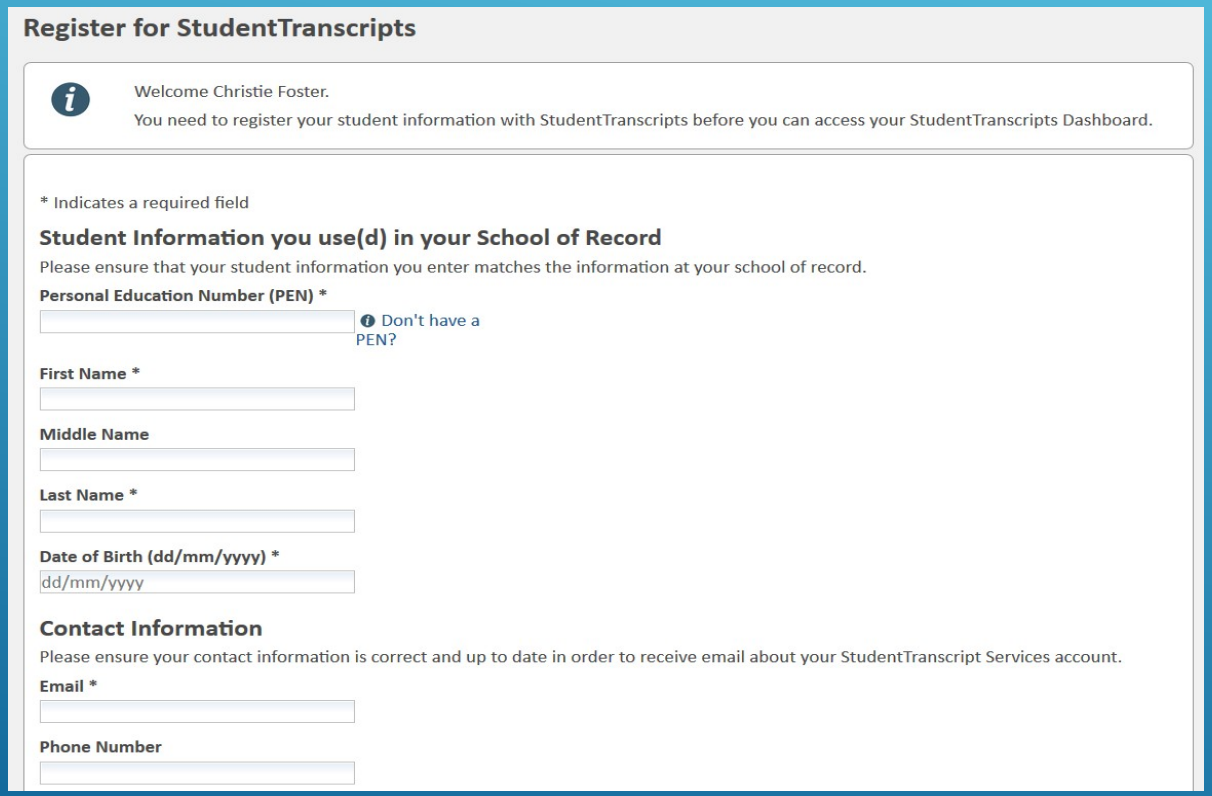
- Students must remember their reset password answers!!!

How to Order the Transcripts



5. NOW YOU CAN LOG IN UNDER STUDENTTRANSCRIPTS

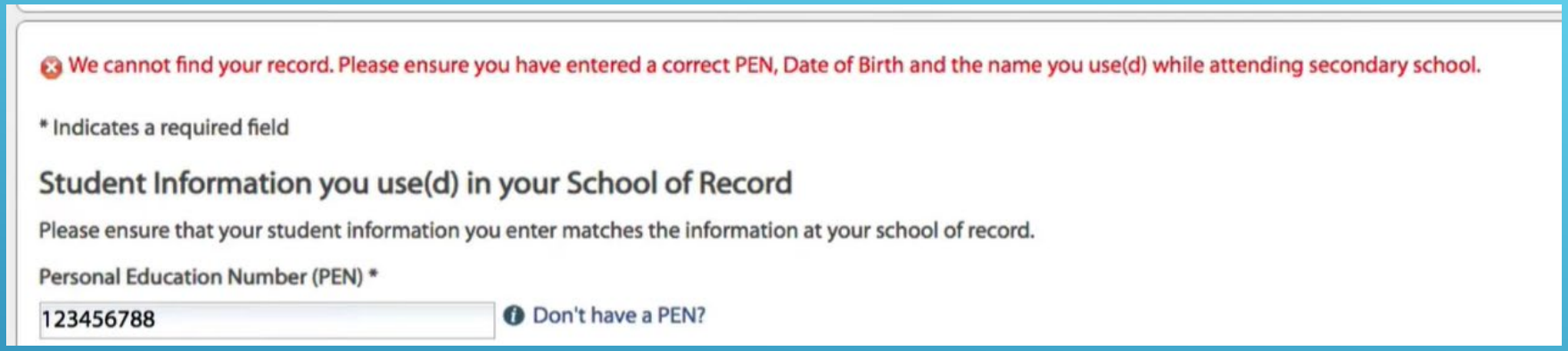
6. Registering for Student Transcripts Service (STS)



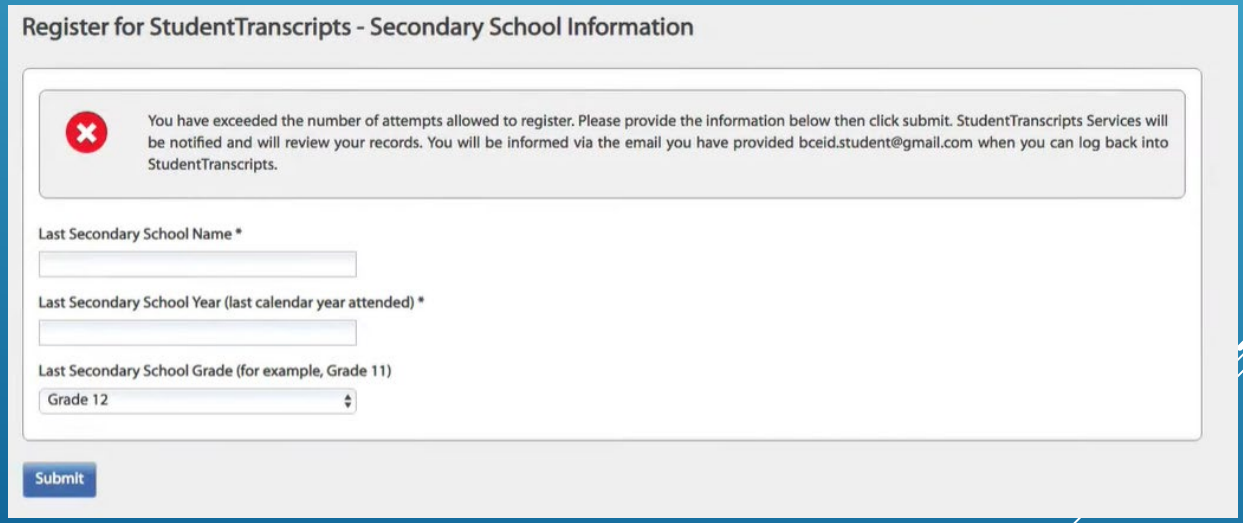
Required:
PEN, First Name, Legal Last Name and email and must be correctly entered to avoid delays

***PEN is available on report card**

6.1 STUDENTS MUST ENTER THE CORRECT PEN, DATE OF BIRTH AND LEGAL NAME AS THE SCHOOL RECORD!

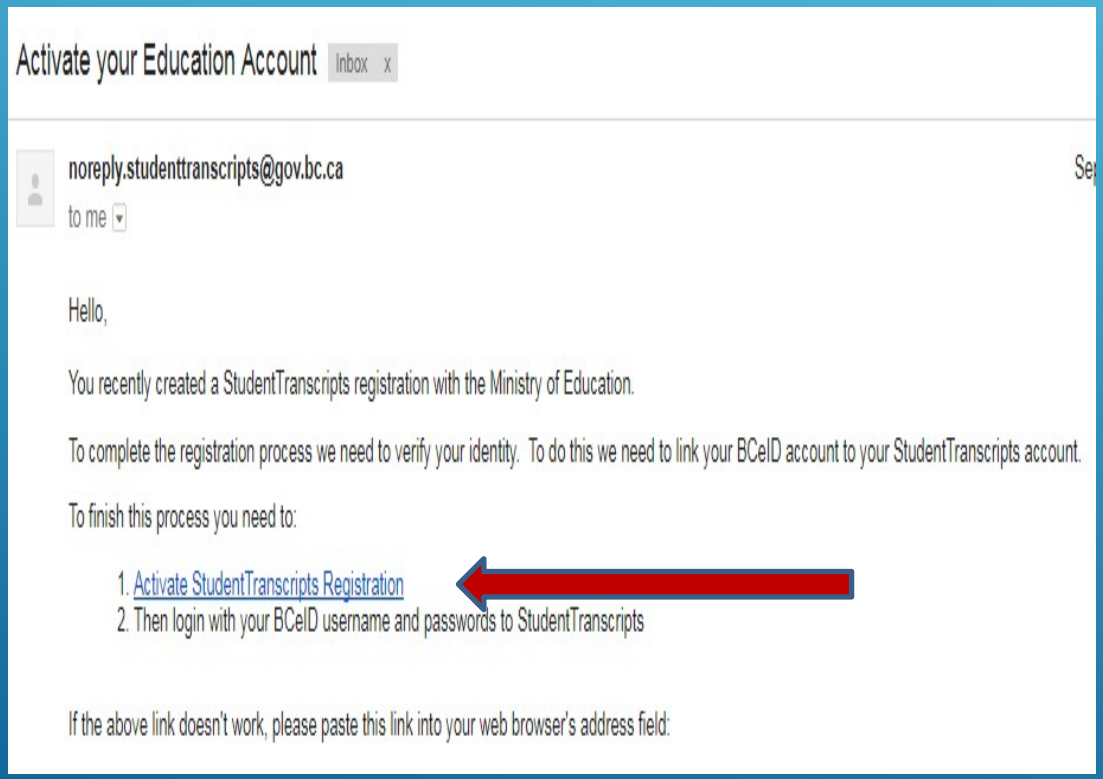


If entered 3 times incorrectly, you will be LOCKED OUT, so follow instructions!



7. LOOK FOR AN ACTIVATION EMAIL…

An email confirmation will be sent to activate registration.


Activate your Education Account Inbox x

noreply.studenttranscripts@gov.bc.ca

to me

Hello,

You recently created a StudentTranscripts registration with the Ministry of Education.

To complete the registration process we need to verify your identity. To do this we need to link your BCeID account to your StudentTranscripts account.

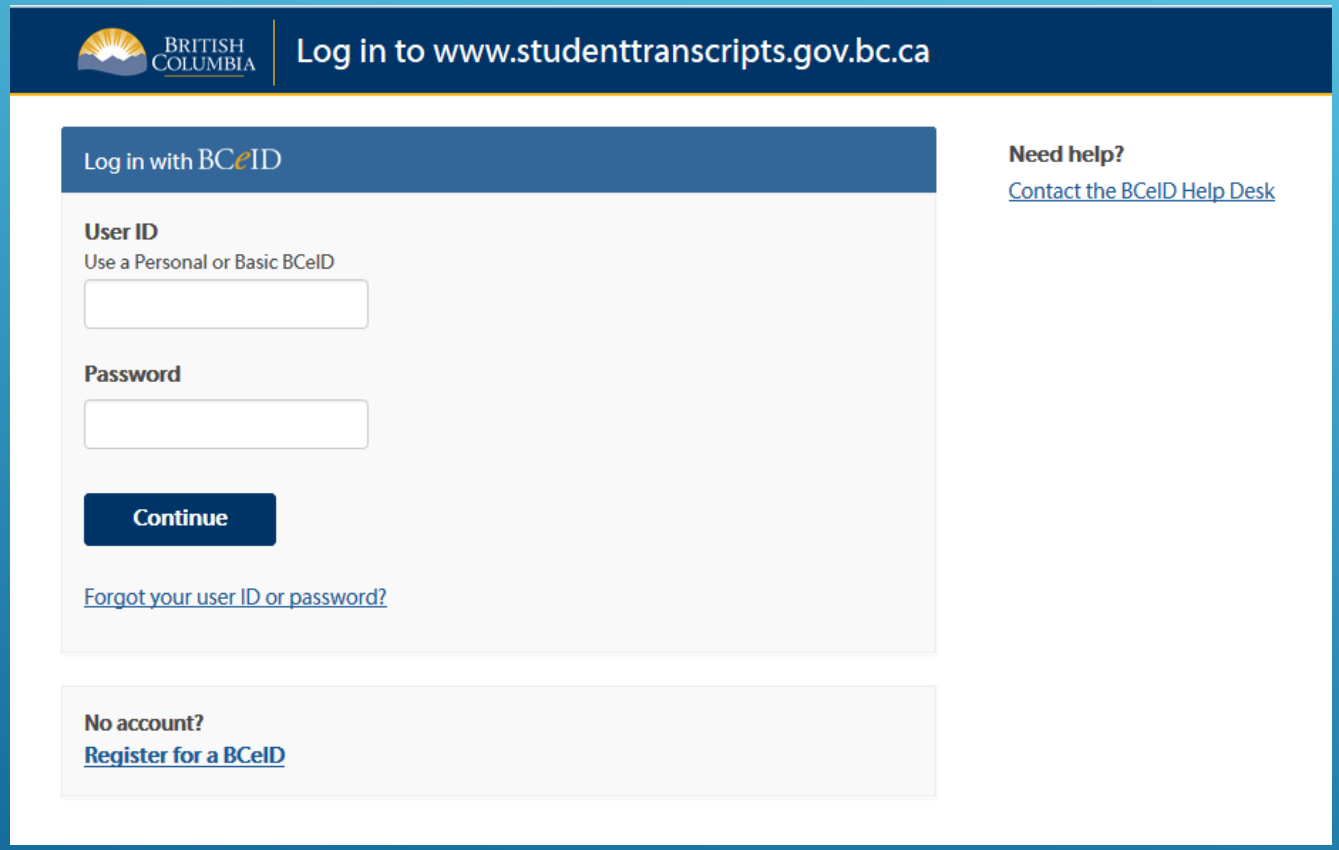
To finish this process you need to:

1. Activate StudentTranscripts Registration
2. Then login with your BCeID username and passwords to StudentTranscripts

If the above link doesn't work, please paste this link into your web browser's address field:

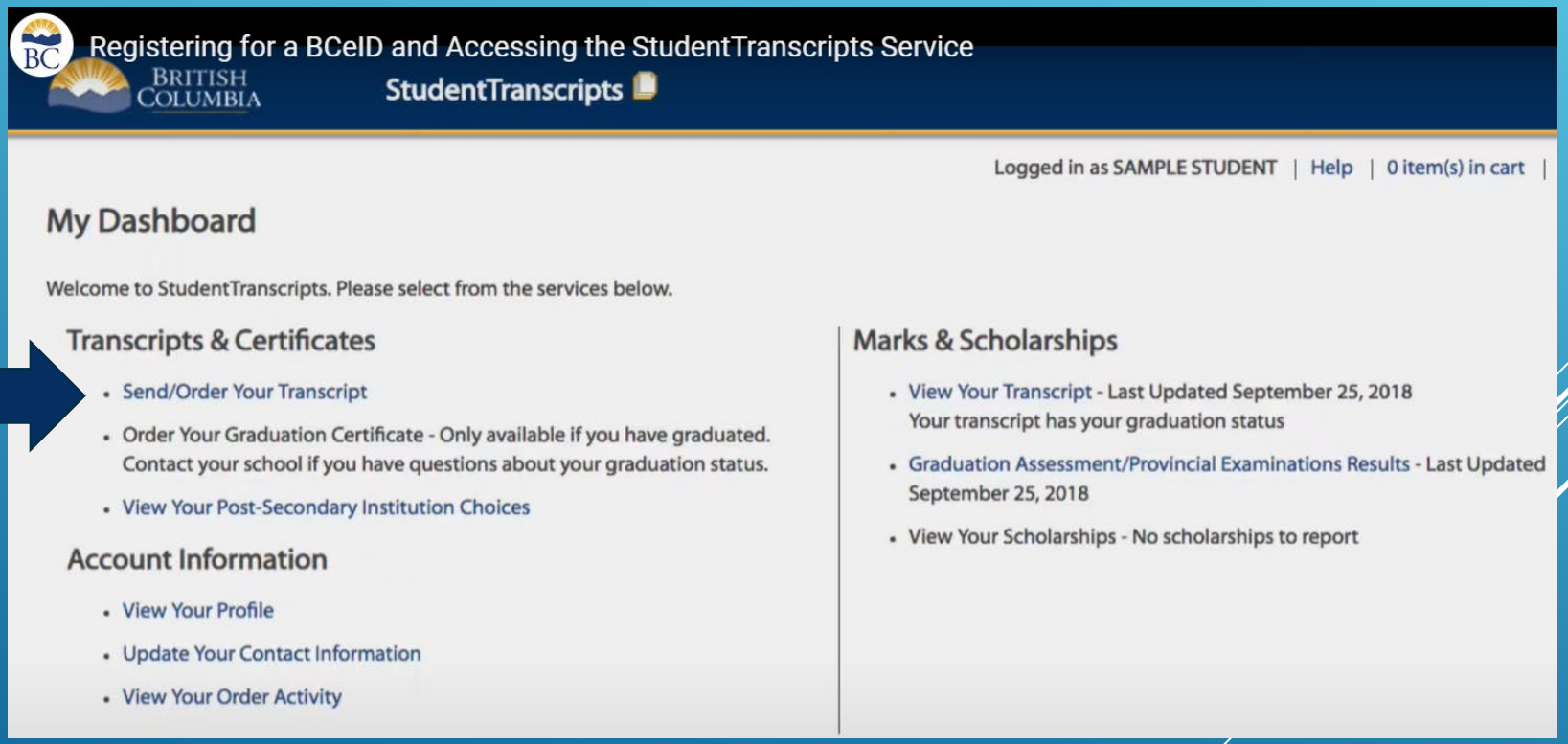
Click link from the email confirmation to link the newly created BCeID to the student's STS account. Must activate within 24 hours

8. The email link will Prompt you to enter in your user ID and Password

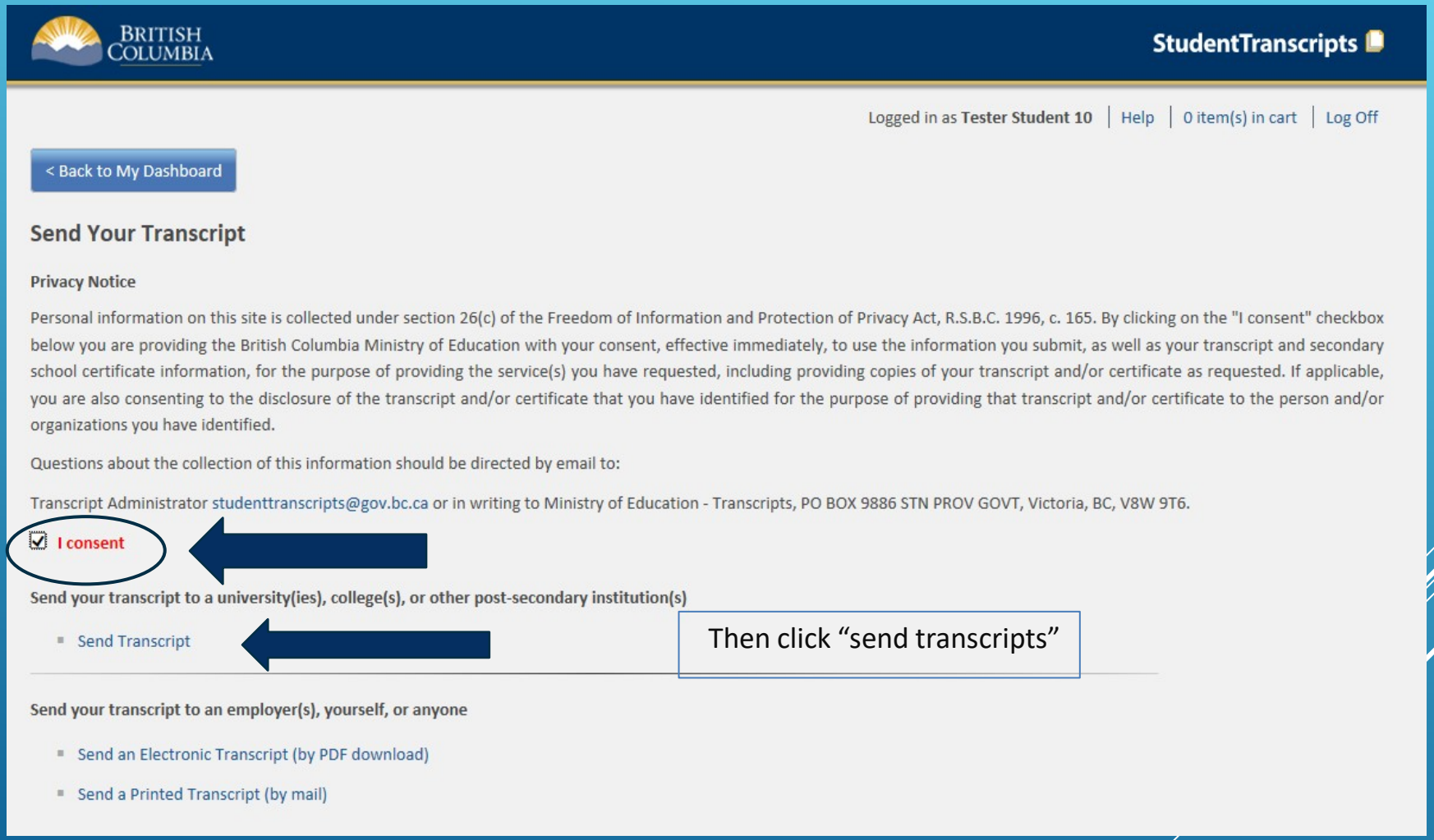


9. IT WILL TAKE YOU TO “MY DASHBOARD”

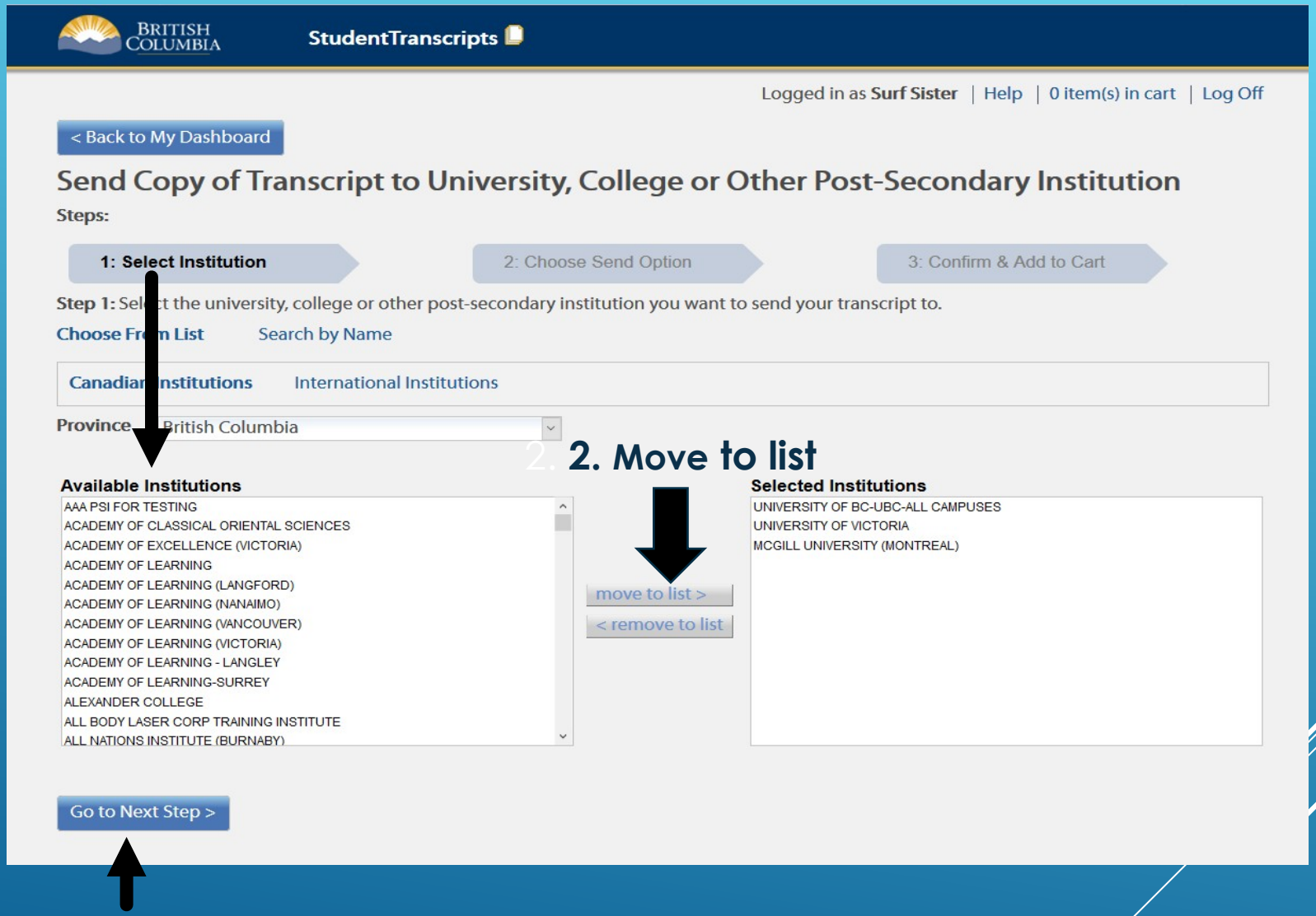
Click Send/Order Your Transcript



10. MUST CLICK "I CONSENT"

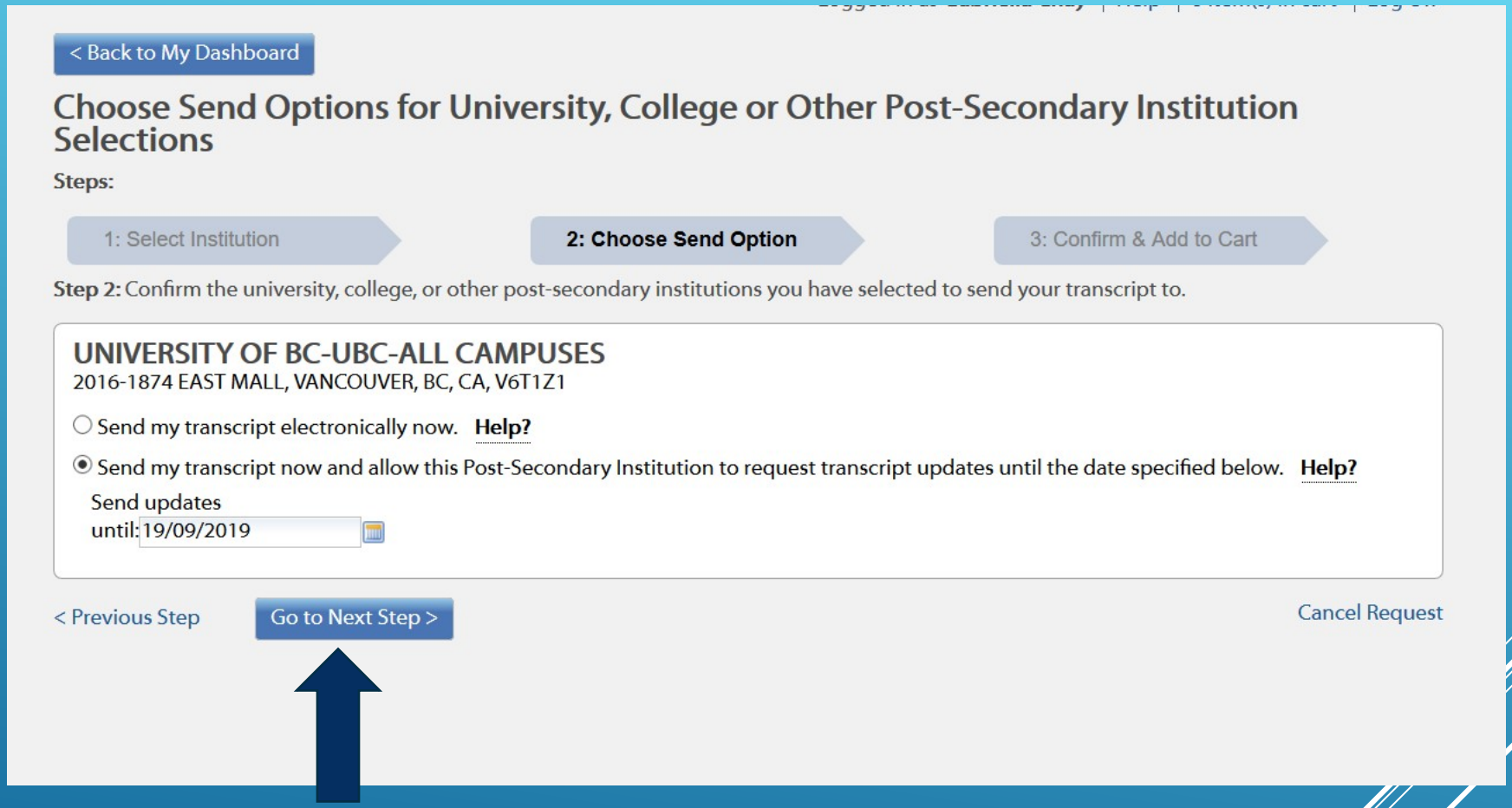


11. Choose your Post Secondary Institutions



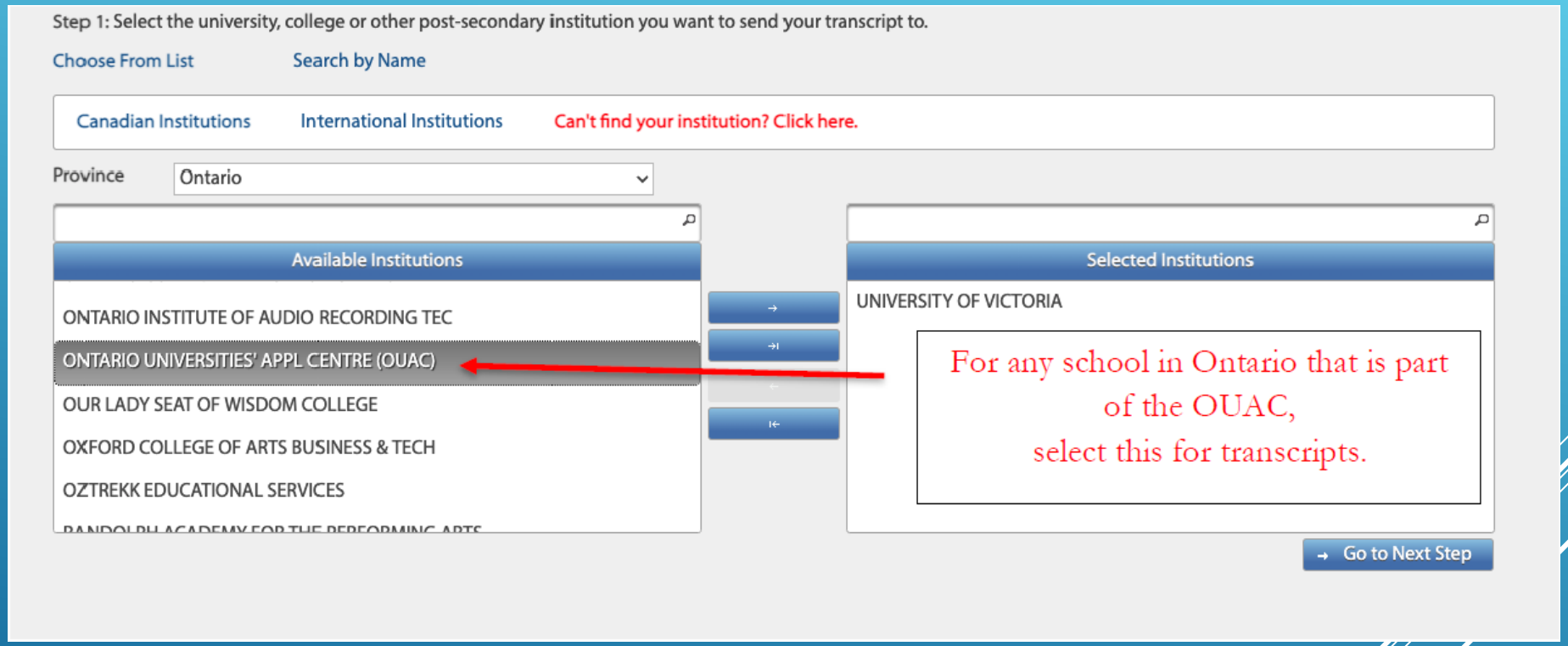
3. When all selected, click “Go to Next Step”

12. Send options VARY, but JUST Leave with the preselection! There is no need to change anything on this screen!



Click "go to next step!

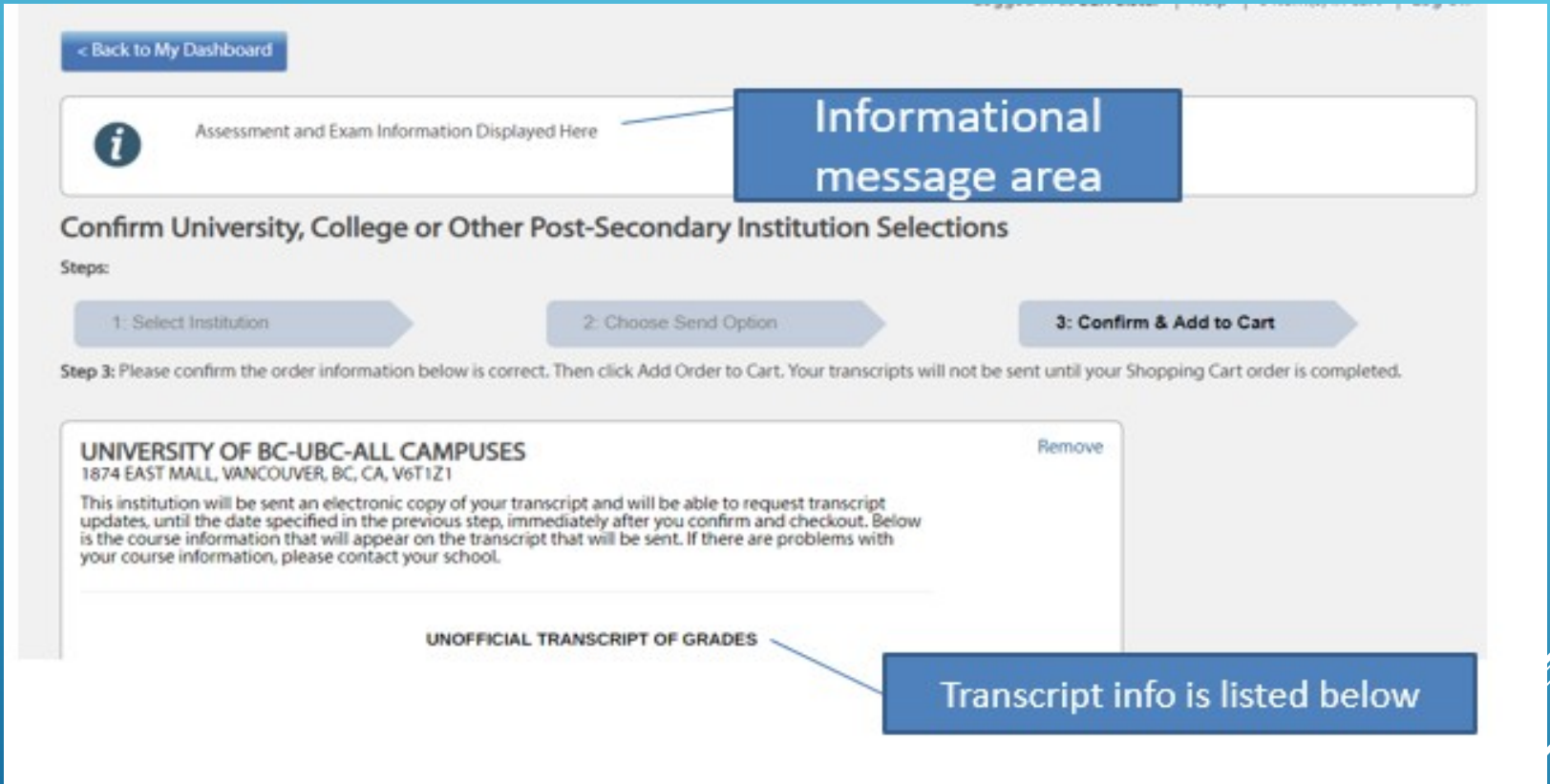
12.1 SPECIAL NOTE:
ONTARIO UNIVERSITIES' APPLICATION CTR (OUAC)



Note: Students applying through OUAC—Ontario University Application Center, choose this for transcript request…no need to look up individual universities

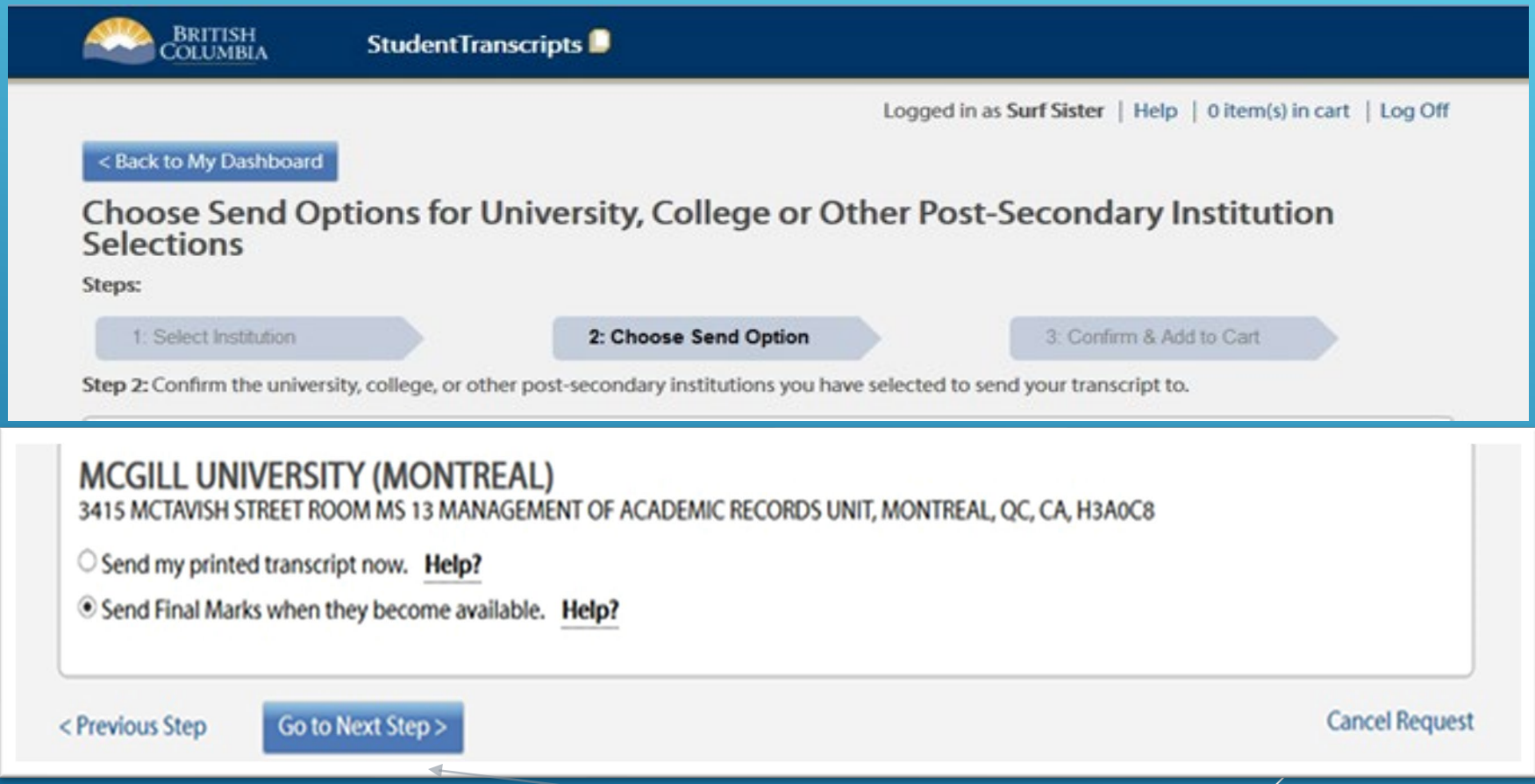
13. Send option Continued:

For Post- Secondary school that use XML function(E.g. UBC, SFU)



*Check grades on transcript and check off "I have reviewed my order and course info" at the bottom then "add to cart"

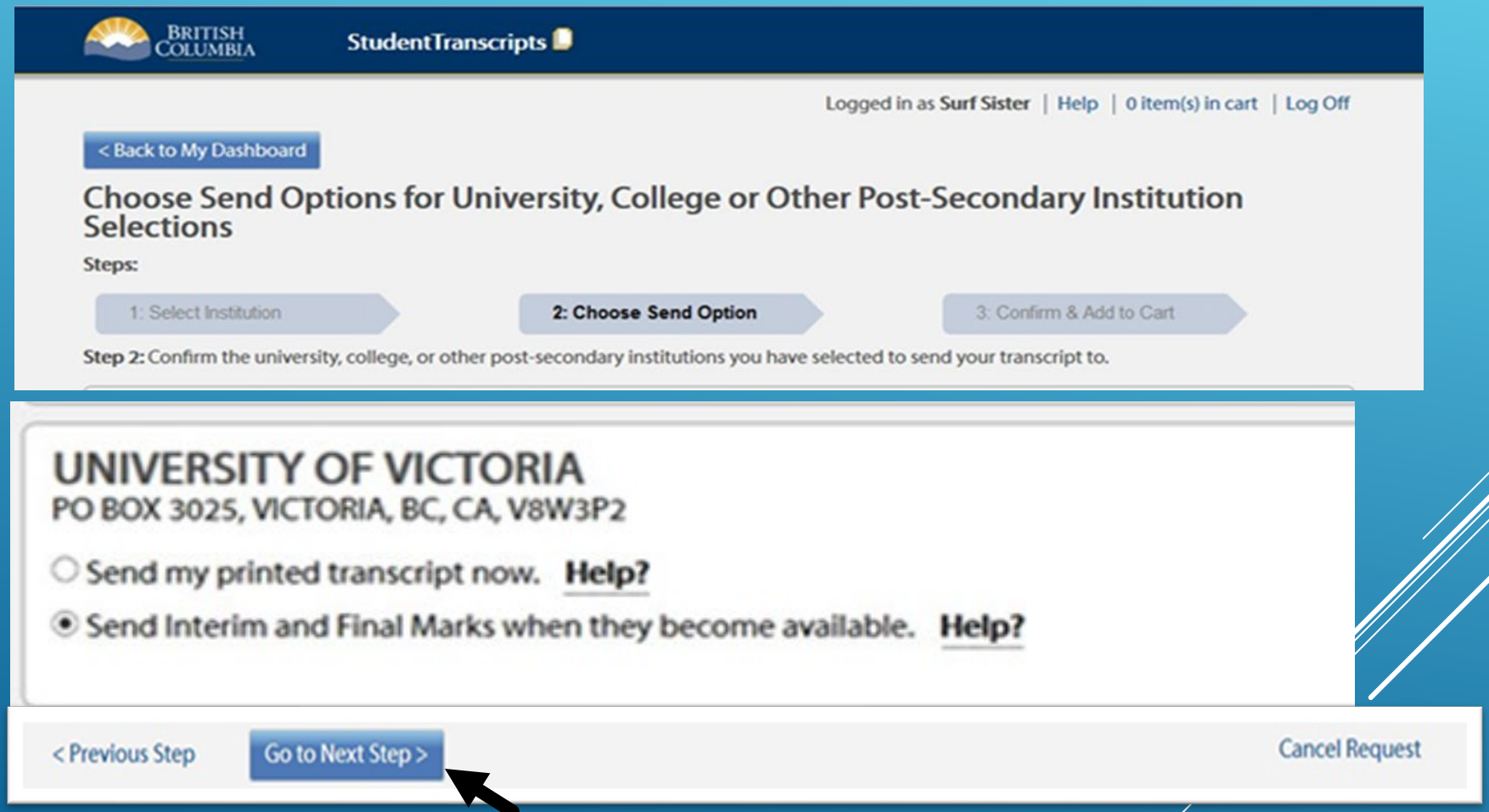
14. Send Options Continued—Send Final Transcript only, just leave with the preselection! This institution does not want the Interim marks sent.



Click Go to next step

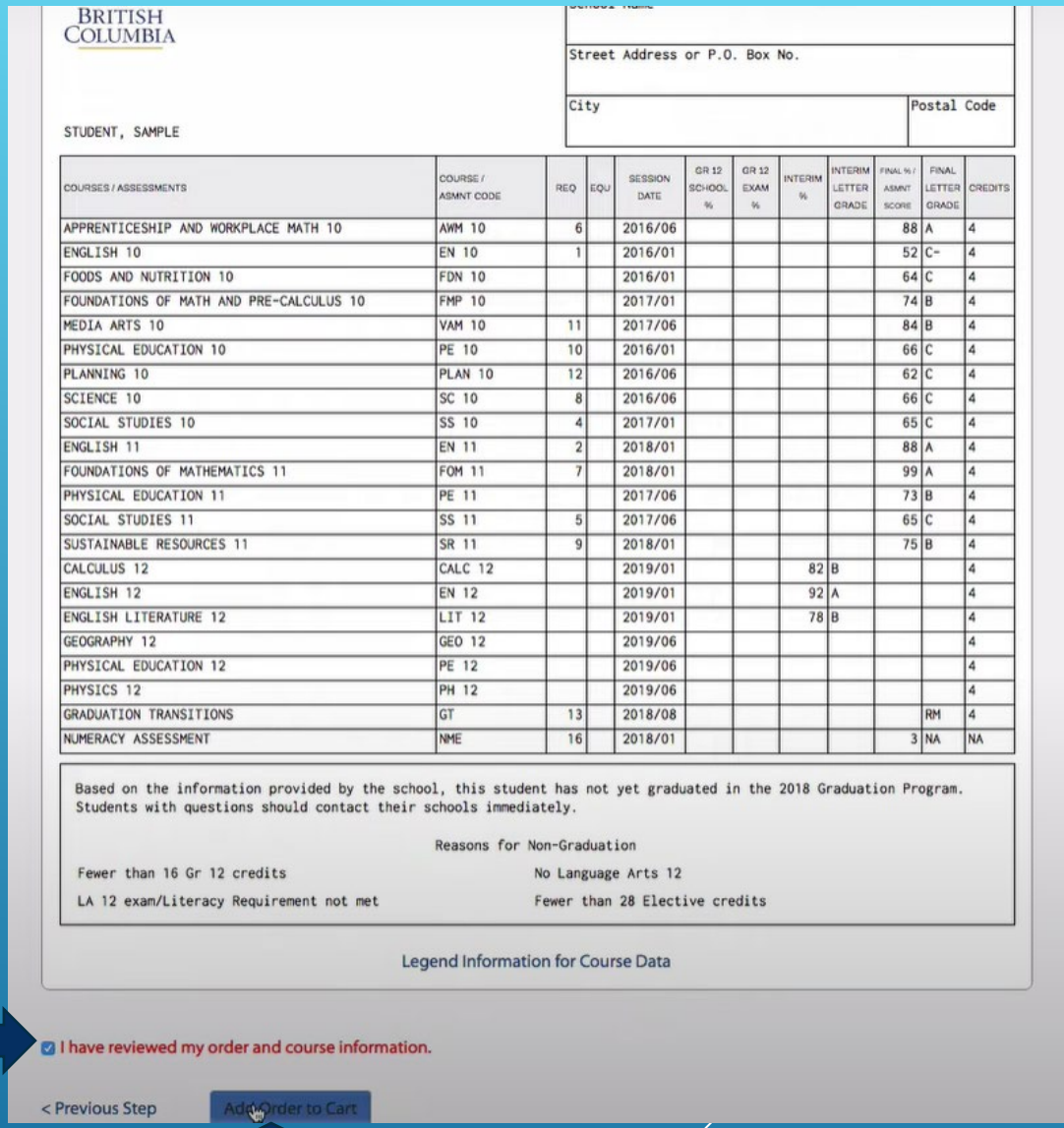
15. Send option 3:

For PSI that uses batch process-no need to change this either, just leave the preselected box chosen for what you need!



16. Review your order

Check off "I have Reviewed my order and course information"



BRITISH COLUMBIA

Street Address or P.O. Box No.

City | Postal Code

STUDENT, SAMPLE

COURSES / ASSESSMENTS	COURSE / ASMNT CODE	REQ	EQU	SESSION DATE	GR 12 SCHOOL %	GR 12 EXAM %	INTERIM %	INTERIM LETTER GRADE	FINAL % / ASMNT SCORE	FINAL LETTER GRADE	CREDITS
APPRENTICESHIP AND WORKPLACE MATH 10	AWM 10	6		2016/06					88	A	4
ENGLISH 10	EN 10	1		2016/01					52	C-	4
FOODS AND NUTRITION 10	FDN 10			2016/01					64	C	4
FOUNDATIONS OF MATH AND PRE-CALCULUS 10	FMP 10			2017/01					74	B	4
MEDIA ARTS 10	VAM 10	11		2017/06					84	B	4
PHYSICAL EDUCATION 10	PE 10	10		2016/01					66	C	4
PLANNING 10	PLAN 10	12		2016/06					62	C	4
SCIENCE 10	SC 10	8		2016/06					66	C	4
SOCIAL STUDIES 10	SS 10	4		2017/01					65	C	4
ENGLISH 11	EN 11	2		2018/01					88	A	4
FOUNDATIONS OF MATHEMATICS 11	FOM 11	7		2018/01					99	A	4
PHYSICAL EDUCATION 11	PE 11			2017/06					73	B	4
SOCIAL STUDIES 11	SS 11	5		2017/06					65	C	4
SUSTAINABLE RESOURCES 11	SR 11	9		2018/01					75	B	4
CALCULUS 12	CALC 12			2019/01			82	B			4
ENGLISH 12	EN 12			2019/01			92	A			4
ENGLISH LITERATURE 12	LIT 12			2019/01			78	B			4
GEOGRAPHY 12	GEO 12			2019/06							4
PHYSICAL EDUCATION 12	PE 12			2019/06							4
PHYSICS 12	PH 12			2019/06							4
GRADUATION TRANSITIONS	GT	13		2018/08						RM	4
NUMERACY ASSESSMENT	NME	16		2018/01					3	NA	NA

Based on the information provided by the school, this student has not yet graduated in the 2018 Graduation Program.
Students with questions should contact their schools immediately.

Reasons for Non-Graduation

Fewer than 16 Gr 12 credits
No Language Arts 12
LA 12 exam/Literacy Requirement not met
Fewer than 28 Elective credits

Legend Information for Course Data

I have reviewed my order and course information.

< Previous Step

Add Order to Cart

Add Order to cart

16. Review your order

< Back to My Dashboard

Shopping Cart

Please note that your transcripts and/or certificates will not be sent to the specified recipients until you checkout. Items remaining in your shopping cart, after you log out or close your browser, will not be available.

Transcripts going to a Post-Secondary Institution:

Recipient	Order Item	Request	Quantity	Date	
UNIVERSITY OF BRITISH COLUMBIA	Transcript	Updates available until 10/10/19 12:00 AM	1	2018-OCT-10	Remove

Cost:

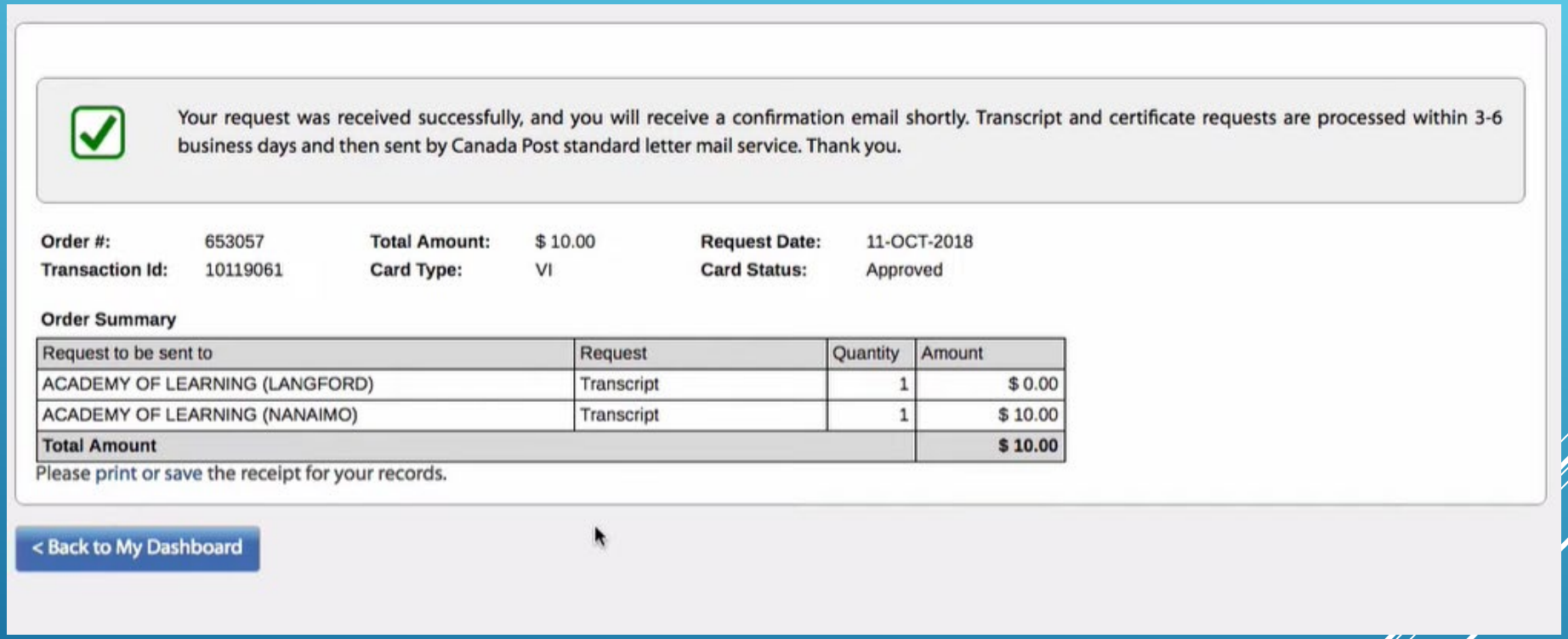
Order Item Type	Quantity	Unit Cost
Transcript to Post-Secondary Institution(s)	1	$0.00
	Subtotal:	$0.00
	Total Cost:	$0.00

Submit Order

Cancel

Click, SUBMIT ORDER

17. Confirmation of your order



Your request was received successfully, and you will receive a confirmation email shortly. Transcript and certificate requests are processed within 3-6 business days and then sent by Canada Post standard letter mail service. Thank you.

Order #: 653057 **Total Amount:** $ 10.00 **Request Date:** 11-OCT-2018
Transaction Id: 10119061 **Card Type:** VI **Card Status:** Approved

Order Summary

Request to be sent to	Request	Quantity	Amount
ACADEMY OF LEARNING (LANGFORD)	Transcript	1	$ 0.00
ACADEMY OF LEARNING (NANAIMO)	Transcript	1	$ 10.00
Total Amount			**$ 10.00**

Please print or save the receipt for your records.

< Back to My Dashboard

Confirmation of order will be sent to email

Help videos- step by step instructions (studenttranscripts.gov.bc.ca/)

Home > Education & Training > Kindergarten to Grade 12 > Support >

Order Transcripts & Certificates

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

Order Transcripts or Certificates as a

Current student

- You are now enrolled in a secondary school, or
- Have completed a course within the last six months

Former student

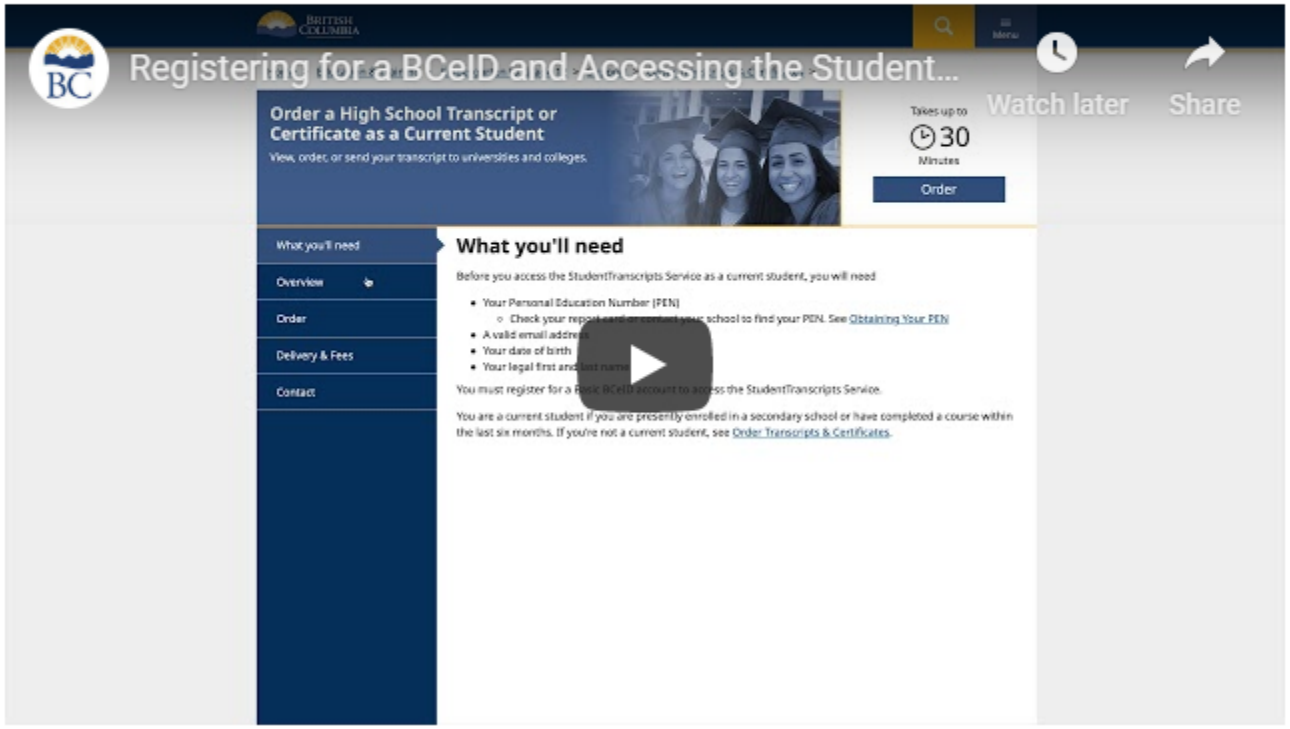
- More than six months have passed since you completed a secondary school course

Returning user

- You are familiar with the StudentTranscripts Service (STS) and have used it before

StudentTranscripts Service Help Videos

Registering for a BCeID and Accessing the StudentTranscripts Service



How to order and or send a transcript to a Post –Secondary Institution

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COUNSELLORS AVAILABLE

Thursday and Friday
November 24 & 25

At LUNCH

IN the Library Learning Commons

Troubleshooting issues and helping those who are struggling with setting up accounts.

MUST BEGIN THE PROCESS NOW!

It is the one step that you can do early and gain support from us if there are issues