

Sending Transcripts to Post Secondary Schools 2020/2021

**(edited PowerPoint created by: Sherman, Mike EDUC:EX, May
2017)**

1. studenttranscripts.gov.bc.ca/

The screenshot shows the website for the British Columbia Student Transcripts Service. The header includes the British Columbia logo and navigation icons for search and menu. The breadcrumb trail is: Home > Education & Training > Kindergarten to Grade 12 > Support >. The main heading is "Order Transcripts & Certificates". Below this, a paragraph explains the Student Transcripts Service (STS) and provides a link to help videos. The "Order Transcripts or Certificates as a" section features three options: "Current student" (highlighted with a red arrow), "Former student", and "Returning user", each with an icon and a list of criteria. The "Additional Services" section is partially visible at the bottom. On the right, a "Contact Information" sidebar provides contact details for the Victoria, Vancouver, and Elsewhere in B.C. offices, along with a text message number.

BRITISH COLUMBIA

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

Additional Services

Contact Information

Can't find what you are looking for? Do you have a question about ordering your transcript?

Contact us Monday through Friday, 7:30 am to 5 pm Pacific Time.

 **Text your questions to:**
[1 \(604\) 660-2421](tel:16046602421)

Victoria Office:
[250 387-6121](tel:2503876121)

Vancouver Office:
[604 660-2421](tel:6046602421)

Elsewhere in B.C. Toll Free:
[1 800 663-7867](tel:18006637867)

Outside B.C. Office:
[604 660-2421](tel:6046602421)

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The screenshot shows the top navigation bar with the British Columbia logo and 'Alpha' branding. Below the navigation is a breadcrumb trail: Home > Education & Training > Kindergarten to Grade 12 > Support > Order Transcripts & Certificates >. The main content area features a blue header with the title 'Order a High School Transcript or Certificate as a Current Student' and a sub-header 'View, order, or send your transcript to universities and colleges.' To the right of the header is a timer icon showing 'Takes up to 30 Minutes' and a blue 'Order' button. A red arrow points to the 'Order' button. Below the header is a sidebar with a 'What you'll need' section containing a list of requirements: 'Your Personal Education Number (PEN)', 'A valid email address', 'Your date of birth', and 'Your legal first and last name'. Below the list, there is text stating 'You must register for a Basic BCeID account to access the StudentTranscripts Service.' and 'You are a current student if you are presently enrolled in a secondary school or have completed a course within the last six months. If you're not a current student, see [Order Transcripts & Certificates](#).'

BRITISH COLUMBIA Alpha

Home > Education & Training > Kindergarten to Grade 12 > Support > Order Transcripts & Certificates >

Order a High School Transcript or Certificate as a Current Student

View, order, or send your transcript to universities and colleges.

Takes up to
🕒 30
Minutes

Order

What you'll need

Before you access the StudentTranscripts Service as a current student, you will need

- Your Personal Education Number (PEN)
 - Check your report card or contact your school to find your PEN. See [Find Your PEN](#)
- A valid email address
- Your date of birth
- Your legal first and last name

You must register for a Basic BCeID account to access the StudentTranscripts Service.

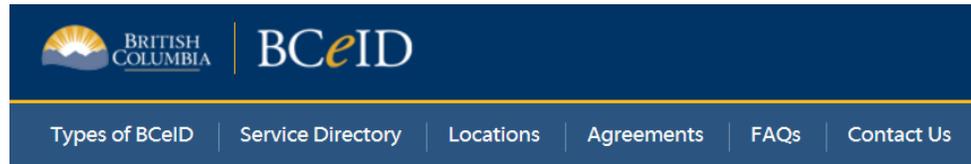
You are a current student if you are presently enrolled in a secondary school or have completed a course within the last six months. If you're not a current student, see [Order Transcripts & Certificates](#).

3

The screenshot shows a web interface with a dark blue sidebar on the left containing navigation links: 'What you'll need', 'Overview', 'Order', 'Delivery & Fees', and 'Contact'. The 'Order' link is highlighted. The main content area is titled 'Order' and contains the following text: 'First time users may register for a Basic BCeID. Returning users log in using the StudentTranscripts Services.' Below this text are two white boxes. The left box features the 'BRITISH COLUMBIA | BCeID' logo and the text 'Register for a Basic BCeID' followed by 'Online ID for secure access to B.C. government services.' At the bottom of this box is a 'Register' button with a right-pointing arrow. A red arrow points to this button. The right box features the 'StudentTranscripts' logo and the text 'Log in to StudentTranscripts Services (STS) with BCeID' followed by 'Access STS with Basic BCeID for exam results & transcripts/certificates.' At the bottom of this box is a 'Log in' button with a right-pointing arrow. At the bottom of the page, the text 'Next Section: Delivery & Fees' is visible, with 'Delivery & Fees' in a larger blue font. A small downward arrow icon is on the right side of the page, and a small upward arrow icon is in the bottom right corner.

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Complete the Fields to register for a BCeID



Register for a Basic BCeID

Surname

Given/First Name

First Middle Name (optional)

Other Middle Names (optional)

Email

Phone Number (optional)

Register for the *StudentTranscripts Service*

Register for StudentTranscripts

 Welcome Christie Foster.
 You need to register your student information with StudentTranscripts before you can access your StudentTranscripts Dashboard.

* Indicates a required field

Student Information you use(d) in your School of Record
 Please ensure that your student information you enter matches the information at your school of record.

Personal Education Number (PEN) *

? Don't have a PEN?

First Name *

Middle Name

Last Name *

Date of Birth (dd/mm/yyyy) *

Contact Information
 Please ensure your contact information is correct and up to date in order to receive email about your StudentTranscript Services account.

Email *

Phone Number

Tip: PEN, First Name, Last Name and email are mandatory fields and must be correctly entered to avoid delays

*PEN (9 digit) is available on report card

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An email confirmation will be sent to activate registration.

Activate your Education Account Inbox x



noreply.studenttranscripts@gov.bc.ca
to me ▾

Sej

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:

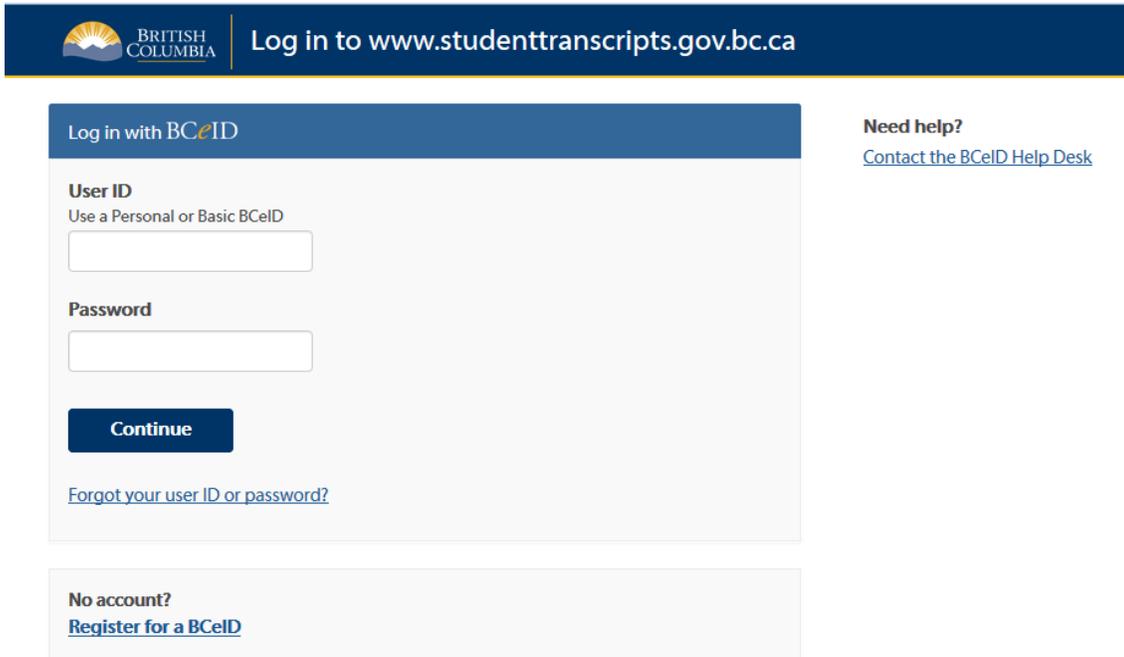
Click on link from the email confirmation to activate account within 24 hours

7. Go back to studenttranscripts.gov.bc.ca/ and click “studenttranscripts” under “order”

The screenshot displays the 'Order' section of the StudentTranscripts website. On the left, a dark blue sidebar contains a navigation menu with the following items: 'What you'll need', 'Overview', 'Order' (highlighted with a white arrow), 'Delivery & Fees', and 'Contact'. The main content area has a header 'Next Section: Order' with a dropdown arrow. Below this is the title 'Order' and a sub-header: 'First time users may register for a Basic BCeID. Returning users log in using the StudentTranscripts Services.' There are two main content boxes. The left box features the 'BRITISH COLUMBIA BCeID' logo and the text 'Register for a Basic BCeID' followed by 'Online ID for secure access to B.C. government services.' and a 'Register' button. The right box features the 'StudentTranscripts' logo and the text 'Log in to StudentTranscripts Services (STS) with BCeID' followed by 'Access STS with Basic BCeID for exam results & transcripts/certificates' and a 'Log in' button. A red arrow points to the 'Log in' button. At the bottom of the page, a 'Delivery & Fees' section is partially visible. A small upward-pointing arrow icon is located in the bottom right corner of the page.

8

Students will be prompted to enter in their user ID and password



The screenshot shows a login interface for the website www.studenttranscripts.gov.bc.ca. At the top, there is a dark blue header with the British Columbia logo and the text "Log in to www.studenttranscripts.gov.bc.ca". Below this is a white login box with a blue header that says "Log in with BCeID". Inside the box, there are two input fields: "User ID" (with the instruction "Use a Personal or Basic BCeID") and "Password". A blue "Continue" button is positioned below the password field. A link "Forgot your user ID or password?" is located at the bottom of the login box. To the right of the login box, there is a "Need help?" section with a link "Contact the BCeID Help Desk". At the bottom of the page, there is a "No account?" section with a link "Register for a BCeID".

BRITISH COLUMBIA | Log in to www.studenttranscripts.gov.bc.ca

Log in with BCeID

User ID
Use a Personal or Basic BCeID

Password

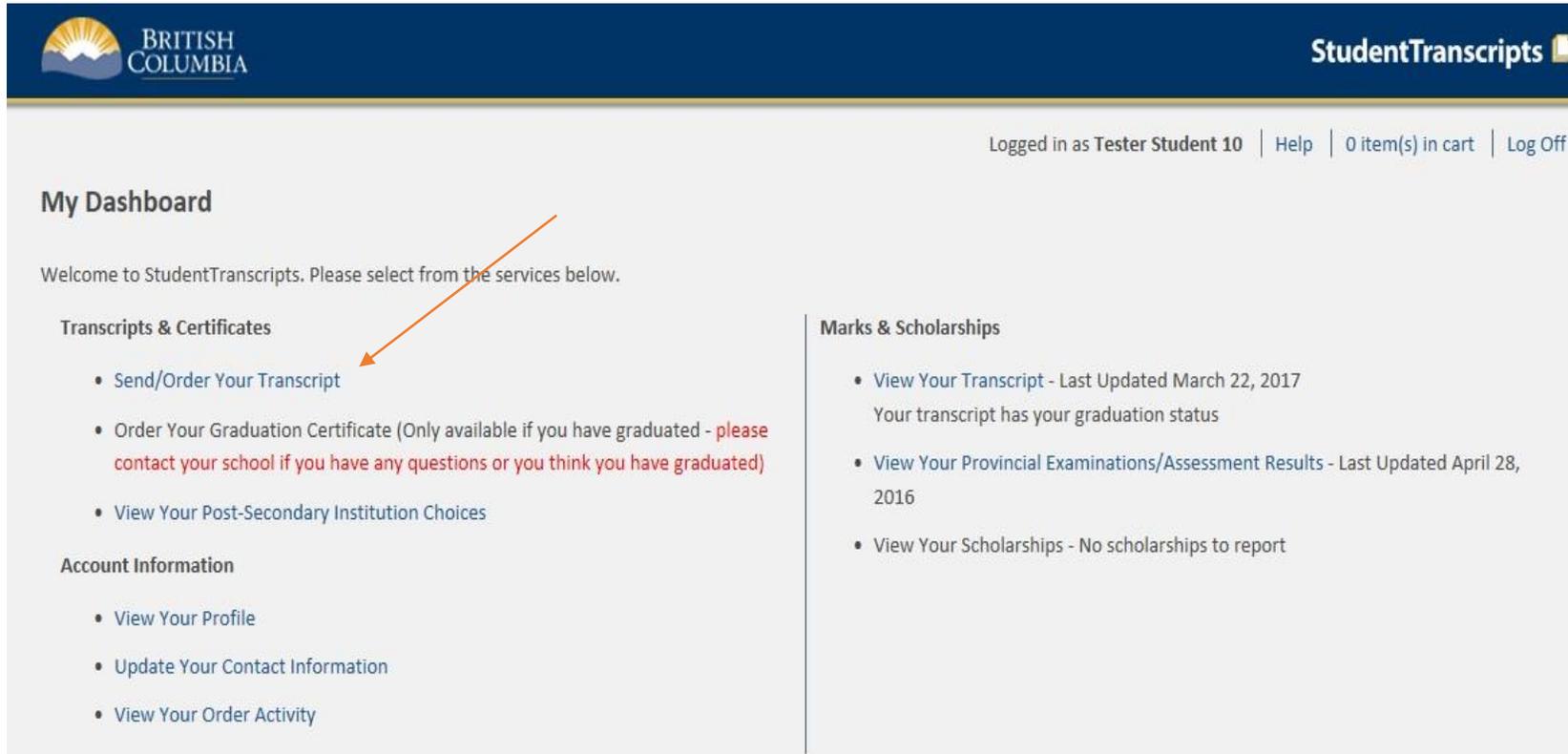
Continue

[Forgot your user ID or password?](#)

Need help?
[Contact the BCeID Help Desk](#)

No account?
[Register for a BCeID](#)

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The screenshot shows the StudentTranscripts website interface. At the top left is the British Columbia logo. At the top right is the 'StudentTranscripts' title with a document icon. Below the header, the user is logged in as 'Tester Student 10', with links for 'Help', '0 item(s) in cart', and 'Log Off'. The main content area is titled 'My Dashboard' and includes a welcome message. It is divided into three sections: 'Transcripts & Certificates', 'Account Information', and 'Marks & Scholarships'. An orange arrow points to the 'Send/Order Your Transcript' link in the 'Transcripts & Certificates' section.

BRITISH COLUMBIA

StudentTranscripts

Logged in as **Tester Student 10** | [Help](#) | [0 item\(s\) in cart](#) | [Log Off](#)

My Dashboard

Welcome to StudentTranscripts. Please select from the services below.

Transcripts & Certificates

- [Send/Order Your Transcript](#)
- [Order Your Graduation Certificate](#) (Only available if you have graduated - **please contact your school if you have any questions or you think you have graduated**)
- [View Your Post-Secondary Institution Choices](#)

Account Information

- [View Your Profile](#)
- [Update Your Contact Information](#)
- [View Your Order Activity](#)

Marks & Scholarships

- [View Your Transcript](#) - Last Updated March 22, 2017
Your transcript has your graduation status
- [View Your Provincial Examinations/Assessment Results](#) - Last Updated April 28, 2016
- [View Your Scholarships](#) - No scholarships to report

 **BRITISH COLUMBIA**

StudentTranscripts

Logged in as **Tester Student 10** | [Help](#) | [0 item\(s\) in cart](#) | [Log Off](#)

[< Back to My Dashboard](#)

Send Your Transcript

Privacy Notice

Personal information on this site is collected under section 26(c) of the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165. By clicking on the "I consent" checkbox below you are providing the British Columbia Ministry of Education with your consent, effective immediately, to use the information you submit, as well as your transcript and secondary school certificate information, for the purpose of providing the service(s) you have requested, including providing copies of your transcript and/or certificate as requested. If applicable, you are also consenting to the disclosure of the transcript and/or certificate that you have identified for the purpose of providing that transcript and/or certificate to the person and/or organizations you have identified.

Questions about the collection of this information should be directed by email to:
Transcript Administrator studenttranscripts@gov.bc.ca or in writing to Ministry of Education - Transcripts, PO BOX 9886 STN PROV GOVT, Victoria, BC, V8W 9T6.

I consent

Send your transcript to a university(ies), college(s), or other post-secondary institution(s)

- Send Transcript

Send your transcript to an employer(s), yourself, or anyone

- Send an Electronic Transcript (by PDF download)
- Send a Printed Transcript (by mail)

1. Click "I consent"

2. Click "send transcript"

3. Go to next step

1. Select Institution

2. Move to list

12

Send option 1:

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

LEAVE THE OPTION AS THE DEFAULT

[< Back to My Dashboard](#)

Choose Send Options for University, College or Other Post-Secondary Institution Selections

Steps:

1: Select Institution **2: Choose Send Option** 3: Confirm & Add to Cart

Step 2: Confirm the university, college, or other post-secondary institutions you have selected to send your transcript to.

UNIVERSITY OF BC-UBC-ALL CAMPUSES
2016-1874 EAST MALL, VANCOUVER, BC, CA, V6T1Z1

Send my transcript electronically now. [Help?](#)

Send my transcript now and allow this Post-Secondary Institution to request transcript updates until the date specified below. [Help?](#)

Send updates
until: 

[< Previous Step](#) [Go to Next Step >](#) [Cancel Request](#)

13

Send option 1 Continued:

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

< Back to My Dashboard

Assessment and Exam Information Displayed Here

Informational message area

Confirm University, College or Other Post-Secondary Institution Selections

Steps:

1: Select Institution 2: Choose Send Option 3: **Confirm & Add to Cart**

Step 3: Please confirm the order information below is correct. Then click Add Order to Cart. Your transcripts will not be sent until your Shopping Cart order is completed.

UNIVERSITY OF BC-UBC-ALL CAMPUSES Remove
1874 EAST MALL, VANCOUVER, BC, CA, V6T1Z1

This institution will be sent an electronic copy of your transcript and will be able to request transcript updates, until the date specified in the previous step, immediately after you confirm and checkout. Below is the course information that will appear on the transcript that will be sent. If there are problems with your course information, please contact your school.

UNOFFICIAL TRANSCRIPT OF GRADES

Transcript info is listed below

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

14

Send option 2:

For PSI that receives final transcript- *LEAVE
OPTION AS DEFAULT*

BRITISH COLUMBIA StudentTranscripts

Logged in as Surf Sister | Help | 0 item(s) in cart | Log Off

< Back to My Dashboard

Choose Send Options for University, College or Other Post-Secondary Institution Selections

Steps:

1: Select Institution 2: Choose Send Option 3: Confirm & Add to Cart

Step 2: Confirm the university, college, or other post-secondary institutions you have selected to send your transcript to.

MCGILL UNIVERSITY (MONTREAL)
3415 MCTAVISH STREET ROOM MS 13 MANAGEMENT OF ACADEMIC RECORDS UNIT, MONTREAL, QC, CA, H3A0C8

Send my printed transcript now. [Help?](#)

Send Final Marks when they become available. [Help?](#)

< Previous Step **Go to Next Step >** Cancel Request

Go to next step

15

Send option 3:

For PSI that uses batch process- *LEAVE
OPTION AS DEFAULT*– PSI will receive interim
(May) and final marks (July)

The screenshot shows the 'Student Transcripts' interface. At the top, the British Columbia logo and 'Student Transcripts' are visible. The user is logged in as 'Surf Sister'. A navigation bar includes a '< Back to My Dashboard' button. The main heading is 'Choose Send Options for University, College or Other Post-Secondary Institution Selections'. Below this, a progress indicator shows three steps: '1: Select Institution', '2: Choose Send Option' (the current step), and '3: Confirm & Add to Cart'. A description for Step 2 reads: 'Step 2: Confirm the university, college, or other post-secondary institutions you have selected to send your transcript to.' The selected institution is 'UNIVERSITY OF VICTORIA' with address 'PO BOX 3025, VICTORIA, BC, CA, V8W3P2'. Two radio button options are present: 'Send my printed transcript now. Help?' (unselected) and 'Send Interim and Final Marks when they become available. Help?' (selected). At the bottom, a navigation bar contains '< Previous Step', 'Go to Next Step >' (highlighted with a blue arrow), and 'Cancel Request'.

Go to next step

16

Review & submit your order

Logged in as SAMPLE STUDENT | Help | 0 item(s) in cart | Log Off

[< 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](#)



17 Confirm your order

Logged in as SAMPLE STUDENT | Help | 0 item(s) in cart | Log Off

 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 #: 00019060 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

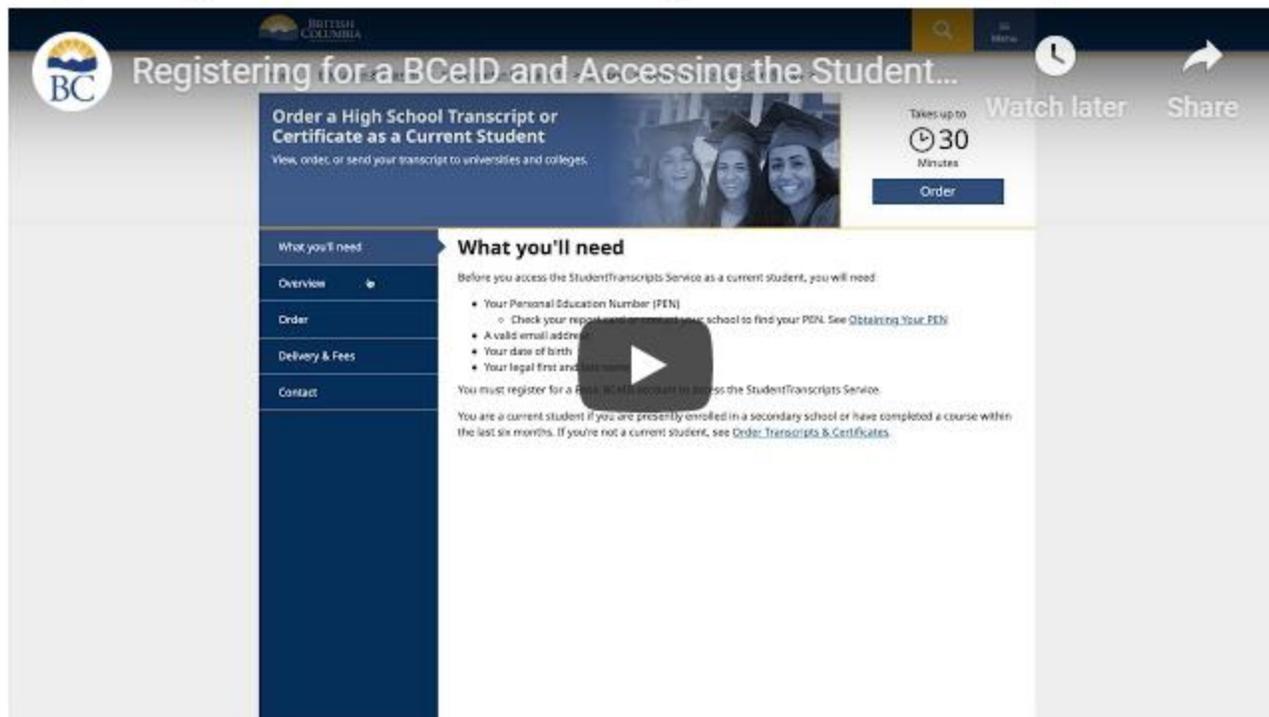


[Returning user](#)

- 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



The screenshot shows a video player interface. At the top left is the BC logo. The video title is "Registering for a BCeID and Accessing the Student...". Below the title is a thumbnail image of three students in graduation gowns. To the right of the thumbnail, it says "Takes up to 30 Minutes" and includes "Watch later" and "Share" buttons. Below the thumbnail is an "Order" button. On the left side of the video player, there is a navigation menu with the following items: "What you'll need", "Overview", "Order", "Delivery & Fees", and "Contact". The "What you'll need" section is currently selected and expanded, showing a list of requirements:

- Your Personal Education Number (PEN)
 - Check your report card or contact your school to find your PEN. See [Obtaining Your PEN](#).
- A valid email address
- Your date of birth
- Your legal first and last names

Below the list, it states: "You must register for a BCeID account to access the StudentTranscripts Service." and "You are a current student if you are presently enrolled in a secondary school or have completed a course within the last six months. If you're not a current student, see [Order Transcripts & Certificates](#)."

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



How to order and or send a transcript to a Post -S...



Watch later



Share



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