

Student Transcripts Services (STS) Steps to Follow

<http://www.StudentTranscripts.gov.bc.ca>

Steps to follow in order to have transcripts sent electronically to post-secondary institutions.

1. On the website, select *Sign up for a Basic BCeID account* – fill in the form
 - a) User ID – consider using your first and last name with no space and no punctuation at the end. It is recommended to NOT use your email login.
 - b) Create a Password
 - c) Choose 3 Password Reset questions
 - d) **Record your ID, Password, and the 3 Password reset questions for future reference**
2. Click *Continue*
3. Follow the prompts – add in student info again
4. An email will be sent to your email account (with the link)
5. To activate the account, click on link. *Note: If you are unable to activate your registration after 24 hours, contact: studenttranscripts@gov.bc.ca for assistance.*
6. Log into the account with your User ID and Password
7. Select **Send/Order** transcripts
8. Select schools from the *Available Institutions* box and move to *List* box on the right hand side of the screen.
9. Select: **Send interim/final marks when available** (**This is the most common option. Your interim marks are sent electronically in May and final marks are sent electronically in July). Some institutions request ongoing access until a set date, typically into the fall after you graduate. Chose this if this is listed.*
10. When finished, select **Add to cart**
11. Continue to checkout
12. Select **Submit** (you can do this up to 20 times for free)

Questions/concerns regarding ordering your official documents to the email:

studenttranscripts@gov.bc.ca be sure to include your name, birth date, Personal Education Number (PEN).