**Student Transcript Service – Instructions**

The Ministry of Education has created a new service where students can view, order and send transcripts to Post-Secondary Institutions or Employers electronically. ALL grads need to sign up for this service whether you choose to apply to Post-Secondary School or not.

Follow these steps:

1. Go to the Ministry of Education’s Transcripts and Certificate website at [**http://www.studenttranscripts.gov.bc.ca**](http://www.studenttranscripts.gov.bc.ca)
2. Click **SIGN UP for a Basic BCeID account**
3. Create an account using
	* Full Legal Name
	* Email Address
	* **LOGIN ID** should be your **FIRST and LAST name with no spaces** or punctuation
	* Password is your choosing
4. Click **CONTINUE TO STUDENT TRANSCRIPTS**
5. Fill in form using
	* PEN
	* Full Legal Name
	* Date of Birth
6. Check your **email for VERIFICATION**. Click link to verify. (Note: If you are unable to activate your registration after 24 hours, contact: studenttranscripts@gov.bc.ca for assistance)
7. **LOGIN** to account using Login ID and password
8. Click **SEND/ORDER TRANSCRIPTS**
9. Click  **I CONSENT**
10. Click  **SEND TRANSCRIPT**
11. Select all the schools you have applied to OR are planning to apply to. When selected, they move to the list box on the right side.
12. Leave the selection as default unless the post secondary institutions needs a paper copy.
13. When finished, select **ADD TO CART**
14. Continue to **CHECKOUT**, select **SUBMIT**

\*Please note: Some Post-Secondary Institutions may require your marks earlier than available through this process. It is your responsibility to find out what is required and when. Your marks will be transferred automatically through this process.