

Student Transcripts Service

October 2019



Ministry of
Education



Agenda

- ❖ What are Transcripts?
- ❖ Why do I need to create a BCeID to order them?
- ❖ What other information can I find on the Student Transcript Service (STS) website?
- ❖ How do I create a BCeID and then access the STS website?



What are Transcripts?

- ❖ A transcript is an official list of all the courses you have taken:
 - ❖ in Grades 10, 11 and 12 in British Columbia
 - ❖ in other provinces or countries, if you were given credit for these courses in BC
 - ❖ It includes the courses that you are registered to take in Second Semester.



What are Transcripts Used for?

- ❖ A transcript is used to evaluate your application to a Post-Secondary Institution (PSI) – eg. college or university
- ❖ It provides proof that you have completed pre-requisites and that you have achieved a certain grade level
- ❖ When you apply to a PSI, you submit:
 - ❖ An application to the PSI
 - ❖ Transcripts, when requested by the PSI
- ❖ PSI's will ask you to submit Interim and Final transcripts
- ❖ If you do not submit a transcript, you will not be accepted. ☹️



Interim Transcripts

- ❖ A PSI may ask for these early in the year – December to June
- ❖ Please, request them from the School Office
- ❖ They take 1-2 days to print out and sign.
- ❖ PSI may ask you to hand-deliver them, mail them or email them (scanned).
- ❖ Sometimes, a PSI will access your Interim marks through the BCeID site as well, but don't assume this.
- ❖ Pay attention to the instructions and deadlines of the PSI.



Final Transcripts

- ❖ A PSI will want to access your final marks at the end of July.
- ❖ This is why you need to complete a BCeID account
- ❖ It gives you access to the Student Transcript Service (STS)
- ❖ Through STS, you will give permission to the PSIs to access your Final marks (and sometimes certain Interim marks)



Other Information on the STS Site

- ❖ Unofficial transcript of marks
- ❖ List of other Provincial Assessments - results
- ❖ Scholarship Information
- ❖ **You can order your transcripts** – decide which PSIs can access them



Getting onto the Student Transcript Service

- ❖ You will need:
 - ❖ Legal name
 - ❖ Personal Education Number (9 digit PEN)
 - ❖ Your date of birth
 - ❖ A working email



Getting onto the Student Transcript Service

- ❖ It is a four step process:
 - ❖ Go to Transcript and Certificate Website:
<http://www.StudentTranscripts.gov.bc.ca>
 - ❖ Sign up for BCeID account
 - ❖ Log in to Student Transcript Service using BCeID login information – you will receive an email that links BCeID and STS – 24 hours to a activate this link.
 - ❖ From STS Dashboard, select the PSIs you are applying to.



Poster for Students



Student Transcripts Service Information For Students for BCellD

Student Transcripts Service (STS) is an online application for students to view their school marks, transcripts, scholarships and send transcripts electronically to post secondary institutions and employers.



Get Started

To register for STS students will need:

- Personal Education Number (PEN)
- Full legal name
- Date of birth
- Email address

Step 1 Go to <http://www.StudentTranscripts.gov.bc.ca>

Step 2 Sign up for a BCellD
To use STS, you need to sign up for a **basic** BCellD:

- Complete the fields to register for a **basic** BCellD
- Select your password reset questions and answers
(*remember these* as you will need them if you forget your password)
- Follow the system prompts and sign up for STS

Step 3 Register for STS
When registering for the STS using your BCellD, you will be prompted to:

- Enter your student information used by your school (see **Get Started** information above)
- Read the personal data collection info and complete the process by clicking "submit"
- An email will be sent to the email address provided and must be activated within 24 hours of receipt or you will need to complete the registration process again
- Once activated, you will be able to log onto STS using your BCellD and password

Step 4 Log in to STS
From your STS Dashboard, you can choose your post-secondary institutions (PSIs) selections, preview, send and order transcripts, view exam and assessment results and view scholarship information. Please note that all transcripts previewed in the STS are considered unofficial, but official transcripts will be sent out when ordered.

You will need to consent to the STS privacy notice which enables the ministry to send your transcripts to your selected PSIs by paper or electronically depending on how the PSIs are able to receive transcripts. Printed copies of transcripts may take up to 3 weeks for processing and delivery to your selected PSIs.

Troubleshooting:

For BCellD questions: <https://www.bceld.ca>

For StudentTranscripts questions: servicebc@gov.bc.ca.



Step 1:

Go to the Transcript and Certificate Website:

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



New BC Graduation Transcript website ([landing page](#))



[Home](#) > [Education & Training](#) > [Kindergarten to Grade 12](#) > [Support](#) > [Order Transcripts & Certificates](#) >

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

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)

E-mail:
servicebc@gov.bc.ca

Additional Services



[Order a General Educational Development \(GED®\) transcript or certificate](#)

- Available if you completed the GED® tests from 1973 to 2014



[Contact your school of record or district office](#)

- If you last attended school between 1974-1985, contact your secondary school for your transcript or certificate



[Find your Personal Education Number \(PEN\)](#)

- Not sure if you have a PEN? Find out if you have a PEN and the ways to find it

Did you find what you were looking for?

Yes

No



Getting Started- Current Student



[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

Overview

Order

Delivery & Fees

Contact

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](#).



Transcript Dashboard

Order

First time users may register for a Basic BCeID. Returning users log in using the StudentTranscripts Services.



Register for a Basic BCeID

Online ID for secure access to
B.C. government services.

Register ▶

StudentTranscripts 

Log in to StudentTranscripts
Services (STS) with BCeID

Access STS with Basic BCeID
for exam results &
transcripts/certificates

Log in ▶



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Step 2: Registering for Basic BCeID



Basic BCeID Authentication



Register for a Basic BCeID

Surname

Given/First Name

First Middle Name (optional)

Other Middle Names (optional)

Email

Phone Number (optional)



Basic BCeID Authentication

Activate your Education Account Inbox x



noreply.studenttranscripts@gov.bc.ca

See

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 on link from the email confirmation to link the newly created BCeID to the student's STS account.



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Step 3: Registering for Student Transcript Service



Student Register for the StudentTranscripts Service- Same Process

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 DOB are
mandatory fields and must be
correctly entered to avoid
delays



Student receives an email- Same Process

Activate your Education Account Inbox x



noreply.studenttranscripts@gov.bc.ca

See

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 on link from the e-mail confirmation to link the newly created BCeID to the student's STS account.



StudentTranscripts Service Dashboard

The screenshot shows the StudentTranscripts Service Dashboard. At the top left is the British Columbia logo. At the top right is the text 'StudentTranscripts' with a small icon. Below the header, it says 'Logged in as Tester Student 10 | Help | 0 item(s) in cart | Log Off'. The main content area is titled 'My Dashboard' and includes a welcome message: 'Welcome to StudentTranscripts. Please select from the services below.' There are two main sections: 'Transcripts & Certificates' and 'Marks & Scholarships'. The 'Transcripts & Certificates' section has three items: '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)', and 'View Your Post-Secondary Institution Choices'. The 'Marks & Scholarships' section has three items: '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', and 'View Your Scholarships - No scholarships to report'. Below the 'Transcripts & Certificates' section is an 'Account Information' section with three items: 'View Your Profile', 'Update Your Contact Information', and 'View Your Order Activity'.

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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](#)

Main Student Dashboard following authentication and authorization



If you are in Grade 10 or 11

- ❖ You do not need to order your transcripts yet.
- ❖ Pay attention to the video which follows anyway. 😊
- ❖ Please remember your STS login information (your BCeID login information).
- ❖ This will make it much easier for you next year



If you are in Grade 12 and going to a PSI in 2020

- ❖ You need to order your transcripts this year.
- ❖ Pay attention to the video which follows. 😊
- ❖ Please remember your STS login information (your BCeID login information).
- ❖ If you plan to take a “gap year” and go to a PSI later on in life, you must access the STS site – it is the **only way** to get your transcripts after you graduate from high school



Step 4: From the STS Site, choose your PSIs



Helpful Video:

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



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For More Information

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student.certification@gov.bc.ca