**STUDENT TRANSCRIPT SERVICE**

The Student Transcript Service allows you to view and order your transcript. **All grade 12 students** must first register for **Basic BCeID** and then register for the Student Transcript Service in order to access their transcripts from the BC Government. Ordering, sending and viewing transcripts now takes place online.

**Please follow the instructions below to complete this process:**

1. Go to [www.StudentTranscripts.gov.bc.ca](http://www.StudentTranscripts.gov.bc.ca)

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1. Click on “Register for a BCeID”
2. Enter in all the required information. Make sure to use your **legal name**. Also make sure to sign up with an email address that you use on a regular basis.
3. Make sure to save your login and password information somewhere safe. It is difficult to get back into your account if you are locked out.
4. Once you’ve created the Basic BCeID, you need to register with the Student Transcript Service. Go back to the website listed above and login with your new Basic BCeID account information.

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1. You will need your **PEN (Provincial Education Number)** for this part of the registration so have it ready. It is a 9 digit number that stays with you for life. This is not your KP student number. You can find your PEN number on your MyEd account under your “Details” tab.
2. Once you’ve registered for the Student Transcript Service, you must go to your email and activate your account. You must do this within 24 hours of creating your account. Once you’ve activate your account, go back to the original website (at the top) and log in once again.
3. The Login will bring you to **My Dashboard**

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1. Next you will click on “Send/Order Your Transcript”
2. On the next screen you will want to click on “I Consent” at the bottom of the page. Then hit “Send Transcript”.

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1. On the next page, you select the post-secondary’s you want to send transcripts to. You can send your transcript up to 20 institutions for free. After that there will be a charge. Only select post-secondary’s that you’ve applied to already.
2. In the left side, search up the post-secondary you want to apply for. Once you’ve found it, hit the arrow pointing right which will move the post-secondary into the right box.

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1. Once you’ve selected all the post-secondary’s you want to send a transcript to, you can click “Go to Next Step”.
2. Here, you will see a confirmation for each post-secondary. The second option is automatically clicked. This option will send your transcript now and allow the post-secondary to have access to it for a certain time frame. It’s automatically set to a year from now. You will not get your final transcript until mid-summer, but post-secondary’s will want to see your progress thus far. Make sure to keep this option checked off.

A screenshot of a computer

Description automatically generated with medium confidence

1. Once you’ve reviewed your order, hit “Go to Next Step”.
2. The next page will take you the transcript the post-secondary will received. Make sure to review your transcript carefully! I have had students in the past who have found errors on their transcript.
3. If everything else looks good, you can “Add To Cart.”
4. The final page is the “cart checkout.” The total should equal 0 (zero) dollars. Make sure to complete your oder and then you are done!
5. If you want to review who you have sent transcripts to or view and print a pdf version of your transcript, you can access these features on your Dashboard.