



# Student Transcripts Service Overview

September 2017



Ministry of  
Education

## StudentTranscripts

- ❑ New online application for current and former students to:
  - ❖ Access secondary school transcripts, certificates, scholarship information, and course and examination marks
  - ❖ Order and electronically send transcripts to post-secondary institutions
  
- ❑ Replaces two existing applications:
  - ❖ Student Secure Web (SSW) – portal with limited function for current students to access course and exam information and request transcripts be sent to post-secondary institutions
  - ❖ Transcripts and Certificates Online (TACO) – public site for former graduates to order copies of their transcripts and graduation certificates.

## Student Transcripts

- View assessment and exam marks
- View transcript
- View scholarships and awards
- Download digital, pdf or hardcopy of official transcripts
- Select up to 25 Post-Secondary Institute (PSI) selections for free
- Request real time transfer of transcripts to PSI and employers
- Authorize ongoing PSI access to receive transcript updates throughout the year
- Receive real time feedback on status of transcript delivery
- Benefit from PSIs' early admission and program acceptance decisions



## Poster for School Counsellors



### Student Transcripts Service Information For Counsellors

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

**Counsellor Access:** You will continue to access information the way you do today, through the School Secure Web (SSW).



**View grades and assessment results**



**Order and send transcript to post-secondary institutions**



**View transcript order, status and history**



**Order and send transcript to employers**



**View BC scholarships awarded, expiry and redemption status**



### 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 the Ministry of Education's **Transcripts and Certificate website** at <http://www.StudentTranscripts.gov.bc.ca>.

**Step 2** Students must register for a BC Government account, a **BCeID**. Follow the system prompts and register for STS. Finally log-in to Student Transcripts Service using the BCeID.

**Step 3** From a student's STS Dashboard make post-secondary institutions selections, view transcript, view assessment results, and send transcripts immediately.

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Applying to BC public universities and colleges also just got easier! Students can do it all: search, plan and apply on [EducationPlannerBC.ca](http://EducationPlannerBC.ca).

## Important Information for Students

- ❑ Students must register for a BC Government account, a BCeID before accessing the *Student Transcript Service*.
- ❑ Current students receive 25 free transcripts for distribution
- ❑ Students are responsible for ensuring transcript accuracy prior to transmission to post-secondary institutions



From the Transcripts and Certificates web page, select Sign up for a BCeID.

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## StudentTranscripts

If you have a [Personal Education Number \(PEN\)](#)

You will need a BCeID to access the StudentTranscripts Service

Log in with BCeID

Sign Up for a BCeID



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)

## Select Password Reset Questions and Answers

### Password Reset Questions

These questions will be used if you forget your password. You'll only be able to reset your password if you can answer these questions correctly.

#### Question #1

 

#### Answer

#### Question #2

 

#### Answer

#### Question #3

 

#### Answer

 

**Tip: Select the calendar tool to enter in important date**



## 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



Read the Data Collection to complete the process.

**Collection Notice**

The StudentTranscripts application collects personal information for the purposes of verification to authorize you to access your own student records or in some cases, where automated access is not possible, to retrieve and/or mail your student record information. This information is collected by the Ministry of Education under section 26(c) of the Freedom of Information and Protection of Privacy Act. Should you have any questions about the collection of this personal information, please contact:

Transcripts Administrator  
PO Box 9886 Stn Prov Govt  
Victoria B.C. V8W 9T6  
[studenttranscripts@gov.bc.ca](mailto:studenttranscripts@gov.bc.ca)

Submit

Cancel



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 to link the newly created BCeID to the students STS account.**



# Logon with the BCeID

Read the Data Collection to complete the process.



Log in with BCeID

**User ID**

Use a Personal or Basic BCeID

**Password**

**Continue**

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

**No account?**

[Register for a BCeID](#)

**Need help?**

[Contact the BCeID Help Desk](#)



## 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



# Send/Order your Transcript



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## 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](mailto:studenttranscripts@gov.bc.ca) or in writing to Ministry of Education - Transcripts, PO BOX 9886 STN PROV GOVT, Victoria

**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 \(by mail\)](#)

Privacy consent activates links below

Send Transcript to PSI

Send PDF Transcript or Send Printed Transcript

# Step 1 – Search for PSI

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## Send Copy of Transcript to University, College or Other Post-Secondary Institution

Steps:

1: Select Institution

2: Choose Send Option

3: Confirm & Add to Cart

Step 1: Select the university, college or other post-secondary institution you want to send your transcript to.

Choose From List

Search by Name

Institution Name:

Douglas College

Search

### Available Institutions

ABERYSTWYTH UNIVERSITY  
ABILENE CHRISTIAN UNIVERSITY  
ACAD OF PROF HAIR DESIGN (RED DEER)  
ACAD OF THE NEW CHURCH COLL (BRYN ATHYN)  
ACADEMY OF ART COLLEGE (SAN FRANCISCO)  
ACADEMY OF ART UNIVERSITY-SAN FRANCISCO  
ACADEMY OF CLASSICAL ORIENTAL SCIENCES  
ACADEMY OF COSMETOLOGY (DARTMOUTH)  
ACADEMY OF DESIGN (DAVISVILLE CAMPUS)  
ACADEMY OF EXCELLENCE (VICTORIA)  
ACADEMY OF LEARNING  
ACADEMY OF LEARNING (LANGFORD)  
ACADEMY OF LEARNING (NANAIMO)

### Selected Institutions

move to list >

< remove to list

Select one or more institutions



# Step 2 – Choose send option

BRITISH COLUMBIA Student Transcripts

Logged in as Tester Student 10 | Help | 0 item(s) in cart | Log Off

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### 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.

**ACADEMY OF LEARNING**  
102 - 5623 IMPERIAL STREET, BURNABY, BC, CA, V5J1G1  
604-568-9686

- Send my printed transcript now. [Help?](#)
- Send Final Marks when they become available. [Help?](#)

**UNIVERSITY OF VICTORIA (UVIC)**  
PO BOX 3025, VICTORIA, BC, CA, V8W3P2

- Send my printed transcript now. [Help?](#)
- Send Interim and Final Marks when they become available. [Help?](#)

Interim marks will be sent electronically in May and Final marks will be sent electronically in July.

Options available for an institutions that receive printed transcripts

Options available for an institutions that receive the TRAX electronic batch file



# Step 3 – Confirm and add to cart


BRITISH COLUMBIA
StudentTranscripts

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

[< Back to My Dashboard](#)


Exam session in progress

### 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.

**DOUGLAS COLLEGE**

PO BOX 2503, NEW WESTMINSTER, BC, CN, V3L5B2

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.

[Remove](#)

**UNOFFICIAL TRANSCRIPT OF GRADES**

Graduation Program 2004

Informational message area to warn students of any exam marks that may not yet be complete

Preview of Transcript prior to sending

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**Confirmation #:** 63054

**Date:** 2017-03-17

**Status:** Order fulfillment is complete.

Lists all of the institutions (Order Details) that constitute a particular Order

## Order Details

### PSI Selections

You have selected to have transcripts forwarded to the following PSIs

Name	Item Status
VANCOUVER ISLAND UNIVERSITY	<a href="#">FILLED</a>
ACADEMY OF LEARNING	<a href="#">FILLED</a>
UNIVERSITY OF VICTORIA (UVIC)	<a href="#">FILLED</a>

Some institutions (capable of receiving XML transcripts) will have a link on the Item Status to provide more information about when your transcript was sent and when it was received



BRITISH  
COLUMBIA

Ministry of  
Education

For more information

Ministry of Education

Student Certification Branch

Email: [student.certification@gov.bc.ca](mailto:student.certification@gov.bc.ca)