

StudentTranscripts Service Overview

September 2017





Overview

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.



Benefits for Students

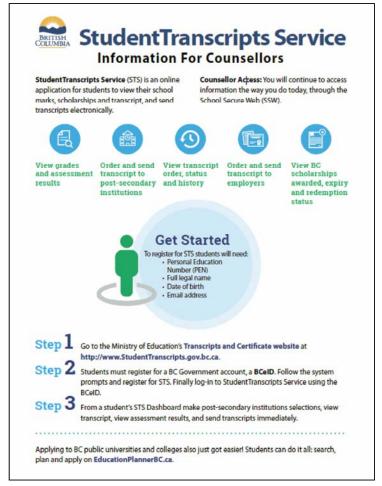
StudentTranscripts

- 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



Communications

Poster for School Counsellors





Getting Started

Important Information for Students

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



Getting Started: BCeID Sign Up

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





Getting Started: BCeID Sign Up

Complete the Fields to register for a BCeID

COLUMBIA BCCID			
Types of BCeID Service Directory Locat	ions Agree	ments FA	Qs Contact Us
Register for a Basic BCe	elD		
Surname			
1			
Given/First Name			
First Middle Name (optional)			
Other Middle Names (optional)			
Email			
Phone Number (optional)			



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Getting Started: BCeID Sign Up

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	
Select Question	
Answer	
Question #2	
Select Memorable Person	
Answer	
Question #3	
Select Important Date	
Answer	
DD/MM/YYYY 🛍 🗲	Tip: Select the calendar tool to enter in important date



Register for *StudentTranscripts*

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 inf	prmation you enter matches the information at your school of record.	
Personal Education Number (PEN)		
	O Don't have a PEN?	
First Name *		
Middle Name	Tip: PEN, First Name, Last	
	Name and email are	
Last Name *	Name and email are	
	mandatory fields	
Date of Birth (dd/mm/yyyy) *	mandatory netas	
dd/mm/yyyy		
Contact Information		
Please ensure your contact informa	tion is correct and up to date in order to receive email about your StudentTranscript Services account.	
Email *		
Phone Number		



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Authorize Data Collection

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.

Submit

Cancel

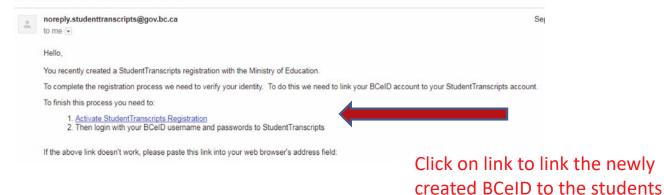


Email Verification

STS account.

An email confirmation will be sent to activate registration.

Activate your Education Account Inbox ×



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Logon with the BCeID

Read the Data Collection to complete the process.

Log in with BCeID	Need help?
User ID Use a Personal or Basic BCeID	Contact the BCeID Help De
Password	
Continue	
Forgot your user ID or password?	



Student Dashboard

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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



Send/Order your Transcript

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StudentTranscripts

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

< Back to My Dashboard

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 or in writing to Ministry of Education - Transcripts, PO BOX 9886 STN PROV GOVT, Victo

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

BRITISH COLUMBIA	Δ		StudentTranscripts 📮
			Logged in as Tester Student 10 Help 0 item(s) in cart Log Off
< Back to My Dashboa	rd		
Send Copy of Tra	nscript to University, C	ollege or Other Post-Secondary Institu	ution
Steps:			
1: Select Institu	ution	2: Choose Send Option	3: Confirm & Add to Cart
Step 1: Select the univer	sity, college or other post-secor	dary institution you want to send your transcript to.	
Choose From List	Search by Name		
choose Promitist	Search by Name		
Institution Name:	Douglas College		Search
Available Institution	s	Select	ted Institutions
ABERYSTWYTH UNIVERSI	TY		Select one or more
ABILENE CHRISTIAN UNIVE			
ACAD OF PROF HAIR DESI	extraction contraction and the restriction and the		institutions
ACAD OF THE NEW CHURC			in other and the
ACADEMY OF ART COLLEC		move to list >	
ACADEMY OF ART UNIVER			
ACADEMY OF CLASSICAL		< remove to list	
ACADEMY OF COSMETOLO			
ACADEMY OF DESIGN (DA			
ACADEMY OF EXCELLENC	E (VICTORIA)		
ACADEMY OF LEARNING ACADEMY OF LEARNING (I			



Step 2 – Choose send option

BRITISH COLUMBIA	StudentTranscripts 📮
Logg Choose Send Options for University, College or Other Post-Secondary Institution Selection	ged in as Tester Student 10 Help 0 item(s) in cart Log Off
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, 8C, CA, V5/1G1 604 - 568 - 9686 O Send my printed transcript now. Help? Send Final Marks when they become available. Help?	Options available for an institutions that receive printed transcripts
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 May and final marks will be sent electronically in May and final marks will be sent electronically in May	Options available for an institutions that receive the TRAX electronic batch file

Step 3 – Confirm and add to cart

Columbia	StudentTranscripts 🚨
Logged in as Te	ster 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	Informational message area to warn students of any exam marks that may not yet be complete
Steps: 1: Select Institution 2: Choose Send Option Step 3: Please confirm the order information below is correct. Then click Add Order to Cart. Your transcripts will not be sent until your se	3: Confirm & Add to Cart bur Shopping Cart order is completed.
DOUGLAS COLLEGE RO PO BOX 2503, NEW WESTMINSTER, BC, CN, V3L5B2	emove
This institution will be sent an electronic copy of your transcript and will be able to request transcript updates, until the date specing 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.	
UNOFFICIAL TRANSCRIPT OF GRADES	prior to sending

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BRITISH COLUMBIA		Student Transcripts 🚨
< Back to My Dashboard	Logged	l in as Tester Student 10 Help 0 item(s) in cart Log Off
Confirmation #: 63054 Date: 2017-03-17 Status: Order fulfillmen	t is complete.	Lists all of the institutions (Order Details) that constitute a particular Order
PSI Selections	transcripts forwarded to the following PSIs	
	Name	Item Status
VANCOUVER ISLAND UNIT	VERSITY	FILLED
ACADEMY OF LEARNING		FILLED
UNIVERSITY OF VICTORIA	(UVIC)	FILLED
	Some institutions (capable of receiving XML transcri a link on the Item Status to provide more information when your transcript was sent and when it was rece	n about



For more information

Ministry of Education Student Certification Branch Email: <u>student.certification@gov.bc.ca</u>