Ministry of **Education**

StudentTranscripts Service Overview

September 2017

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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.

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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

Poster for School Counsellors

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

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

Complete the Fields to register for a BCeID

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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

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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) *

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.

Submit   Cancel

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An email confirmation will be sent to activate registration.

Click on link to link the newly created BCeID to the students STS account.

Read the Data Collection to complete the process.

Student Dashboard

Main Student Dashboard following authentication and authorization

Send/Order your Transcript

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, Vict

☑ **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

Step 2 – Choose send option

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

Preview of Transcript prior to sending

Review Order Details

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

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

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Student Certification Branch

Email: student.certification@gov.bc.ca