Student Transcripts Services (STS) Steps to Follow

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

Steps to follow in order to have transcripts sent electronically to post-secondary institutions.

1. On the website, select *Sign up for a Basic* **BCeID** *account* – fill in the form
   a) User ID – consider using your first and last name with no space and no punctuation at the end. It is recommended to NOT use your email login.
   b) Create a Password
   c) Choose 3 Password Reset questions
   d) **Record your ID, Password, and the 3 Password reset questions for future reference**

2. Click *Continue*
3. Follow the prompts – add in student info again
4. An email will be sent to your email account (with the link)
5. To activate the account, click on link. *Note: If you are unable to activate your registration after 24 hours, contact:* studenttranscripts@gov.bc.ca *for assistance.*
6. Log into the account with your User ID and Password
7. Select **Send/Order** transcripts
8. Select schools from the *Available Institutions* box and move to *List* box on the right hand side of the screen.
9. Select: **Send interim/final marks when available** *(*This is the most common option. Your interim* marks are sent electronically in May and final marks are sent electronically in July). Some institutions request **ongoing access** until a set date, typically into the fall after you graduate. Chose this if this is listed.
10. When finished, select **Add to cart**
11. Continue to checkout
12. Select **Submit** (you can do this up to 20 times for free)

Questions/concerns *regarding ordering your official documents to the email:* studenttranscripts@gov.bc.ca *be sure to include your name, birth date, Personal Education Number (PEN).*

***Note**: Some Post Secondary institutions may require your grade information earlier than available through this process. Ensure you are familiar with each institution's requirements regarding grade submission. If required, order an official hardcopy transcript from the main office at **McMath** ($5.00 per transcript).*