

Today you will have the opportunity to review your transcript, and learn how to access your transcript online. This is to make sure you are on schedule to graduate, and is an opportunity to ask questions about your graduation status and credits. Please make sure you are asking questions throughout this process if you are confused.


### Reviewing My Transcript

Step 1: Obtain a copy of your transcript from the office.

Step 2: Review your transcript making sure the following information is correct

- a. Is your first and last name spelt correctly?
- b. Is your mailing address correct?
- c. Do all the courses you have taken appear on your transcript? (Example: make sure if you took Planning 10 Online is appears on your transcript)
- d. Do you have enough credits to graduate? (The courses required for graduation will appear at the bottom of the transcript from Mrs. Soltys)

Step 3: Record your PEN number (Personal Education Number) found in the top right hand corner of your transcript. Please take a picture of this with your phone, or write it down on a sticky not. **This is different than your student number!**

BRITISH COLUMBIA		StudentTranscripts							
<b>UNOFFICIAL TRANSCRIPT OF GRADES</b>									
Graduation Program 2004									
		Personal Education Number		Birthdate		Issue Date			
						14-SEP-2017			
		School Name							
		CHILLIWACK SECONDARY							
		Street Address or P.O. Box No.							
46363 YALE ROAD									
City						Postal Code			
CHILLIWACK, BC						V2P 2P9			
COURSE NAME	COURSE CODE	REQ	EQU	SESSION DATE	GR 12 SCHOOL %	GR 12 EXAM %	FINAL %	FINAL LETTER GRADE	CREDITS
ATHLETE 10	UXSA 10			2017/02				TS	4
BA VOCTNL, CAREER PREP/EXPLORATION 10C	YSEVC 10C			2017/06			90	A	2
ENGLISH 10	EN 10	1		2017/05			98	A	4
FOUNDATIONS OF MATH AND PRE-CALCULUS 10	FMP 10	6		2017/06			96	A	4
PHYSICAL EDUCATION 10	PE 10	11		2017/06			93	A	4
PLANNING 10	PLAN 10	10		2017/05			93	A	4
SCIENCE 10	SC 10	8		2017/01			86	A	4
SOCIAL STUDIES 10	SS 10	4		2017/01			100	A	4
BA CONNECT ED 11 ONLINE	YCCT 11A	12		2016/07			100	A	2
FRENCH 11	FR 11			2017/01			95	A	4
SOCIAL STUDIES 11	SS 11	5		2017/06			100	A	4
STRENGTH AND CONDITIONING 11	YHRA 11C			2017/06			96	A	4
Students with questions should contact their schools immediately.									
Reasons for Non-Graduation									
Fewer than 16 Gr 12 credits					No Graduation Transitions				
No Language Arts 11					No Language Arts 12				

Step 4: Once you have reviewed your transcript, you must put it in one of three piles.

- Pile 1: Transcript is correct and requires not changes.
- Pile 2: Transcript has incorrect information such as address or name.
- Pile 3: Transcript does not have the correct number of credits to graduate and I need to see my counsellor.

### **Finding My Transcript Online**

This next section will help you find your transcript online. This document will follow you throughout your life, and you will need to refer back to it multiple times, so it is important you know how to access this information. **This is completed through a secure government website where other government documentation is stored, so please follow these instructions carefully, and review all steps before submitting to avoid mistakes. Should you find that a mistake has been made and cannot be changed online, you must contact the Provincial Government by phone or email.**

You will need the PEN number you recorded from the previous section

Step 1: go to [www.studenttranscripts.gov.bc.ca](http://www.studenttranscripts.gov.bc.ca)

Step 2: Please click Sign up for BCeID. If you have already used this website previously you will select Log In with BCeID and skip to step

The screenshot shows the website interface for ordering transcripts and certificates. The header includes the British Columbia logo and a search bar. The navigation menu lists various educational services. The main content area is titled 'Order Transcripts and Certificates' and provides information on how to obtain transcripts and certificates. It includes a sidebar with links to various educational resources. The main content area lists criteria for transcripts and certificates, and provides instructions on how to order them online. A 'Collection Notice' is also present at the bottom right.

Step 3: Once you have selected 'Sign Up for BCeID' you will be taken to the following screen, and will need to fill in all the information. **Double check your information is correct before moving onto the next section, as it cannot be undone!**

BRITISH COLUMBIA | BCeID

Types of BCeID | Service Directory | Locations | Agreements | FAQs | Contact Us

## Register for a Basic BCeID

**Surname**

**Given/First Name**

First Middle Name (optional)

Other Middle Names (optional)

**Email**

Phone Number (optional)

Step 4: You will be prompted to create a username and password. The username cannot be your PEN number, so using your full name or phone number will be useful options.

Once you have a username, you will need a password that is 8-14 characters long, and includes an upper case letter and a number. **You should keep a copy of your username and password in a locked note in your phone!**

Types of BCeID | Service Directory | Locations | Agreements | FAQs | Contact Us

**User ID**  
Choose your user ID. You'll use this user ID with your password to log in.

**Password**  
Choose a password at least 8 characters long, to a max of 14 characters long. Passwords should have lower & upper case letters, number and special characters.

Weak Medium Strong

**Confirm Password**

**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**

Do not overlook the security questions, as they will be important if your account becomes compromised or there is an issue with your password. Choose questions that you will be able to remember the answer to.

Step 5: Type in the following information, reviewing to make sure it is correct before moving forward. **Use an email address that you are going to check regularly for information. Please ensure it is spelt correctly before moving onto the next step, as it is not easily changed.**

**Register for StudentTranscripts**

Welcome jasminesoltys.  
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

Step 6: You will now verify your account using the email address you provided. Go to your email and confirm you have received an email from the government website.

**Register for StudentTranscripts - Confirmation**

 Registration confirmation link sent to: jasminesoltys@gmail.com

You have successfully registered for B.C. Ministry of Education StudentTranscripts services. In order to access your dashboard you must activate your registration. Please click on the link in the confirmation email sent to the email address provided.

The email will be from [noreply.studenttranscripts@gov.bc.ca](mailto:noreply.studenttranscripts@gov.bc.ca) and the subject will be **Activate your Education Account**.

If you did not receive the email you can resend by clicking here: [Resend the Email](#).

Step 7: Once you have confirmed your email address, please log back into your BCeID account using your login information to confirm it is working.

Step 8: From the Dashboard in your account, you will find your transcript under 'Marks & Scholarships'

Congratulations! You now have a BCeID account that you will begin using throughout your adult life.

## Sending Your Transcripts to a PSI (Post-Secondary Institution)

When you apply to a PSI, most will ask for an electronic version of your transcripts, which you can find in your BCiED account that you created previously. Please use the following steps to send your transcripts to a PSI.

Step 1: Log into your BCeID account at [www.studenttranscripts.gov.bc.ca](http://www.studenttranscripts.gov.bc.ca)

Step 2: From your Dashboard select ‘Send/Order Your Transcript’

BRITISH COLUMBIA StudentTranscripts

Logged in as [jasmine soltys](#) | [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. Contact your school if you have questions about your graduation status.
- [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 September 14, 2017  
Your transcript has your graduation status
- [View Your Provincial Examinations/Assessment Results](#) - No results available **OR** results available approximately five weeks after exam/assessment session **OR** if previous results are not showing, the system may be updating (please check back after midnight PST)
- [View Your Scholarships](#) - No scholarships to report

#### System Notice(s)

2017-Sep-24  
Welcome to the StudentTranscripts service!

Step 3: Select ‘Send Your Transcript’ and consent to the privacy notice. Click the box ‘I Consent’ and select ‘Send Transcript’.

BRITISH COLUMBIA StudentTranscripts

Logged in as [jasmine soltys](#) | [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](mailto:studenttranscripts@gov.bc.ca) or in writing to Ministry of Education - Transcripts, PO BOX 9886 STN PROV GOVT, Victoria, BC, V8W 9T6.

**I consent**

#### Send your transcript to a university(ies), college(s), or other post-secondary institution(s)

- [Send Transcript](#)

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#### Send your transcript to an employer(s), yourself, or anyone

- [Send an Electronic Transcript \(by PDF download\)](#)
- [Send a Printed Transcript \(by mail\)](#)

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**Step 4:** You will now choose the post-secondary Institution that you want to make your Transcript available to. By selecting a PSI in this step it does not mean that you have made any commitment to the university. The transcript will only be visible should you go through the full application process with that university and this is purely to practice. Practicing sending your transcript to UFV, as this is the post-secondary school that most of our student attend.

To find a post-secondary institution you select the province from the drop down menu, and then search by alphabetical order. You can also search universities by name. When you find the university of your choice, highlight it and click 'move to list'. When you have chosen all the post-secondary institutions, select 'Go to Next Step' at the bottom of the page.

Logged in as: [User] | Help | 0 item(s) in cart | Log Off

[< Back to My Dashboard](#)

### 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

Canadian Institutions | International Institutions

Province: British Columbia

**Available Institutions**

- AAA PSI FOR TESTING
- ACADEMY OF CLASSICAL ORIENTAL SCIENCES
- ACADEMY OF EXCELLENCE (VICTORIA)
- ACADEMY OF LEARNING
- ACADEMY OF LEARNING (CRANBROOK)
- ACADEMY OF LEARNING (LANGFORD)
- ACADEMY OF LEARNING (MAPLE RIDGE)
- ACADEMY OF LEARNING (NANAIMO)
- ACADEMY OF LEARNING (NORTH VANCOUVER)
- ACADEMY OF LEARNING (VANCOUVER)
- ACADEMY OF LEARNING (VERNON)
- ACADEMY OF LEARNING (VICTORIA)
- ACADEMY OF LEARNING - LANGLEY

[move to list >](#) | [< remove to list](#)

[GO TO Next Step >](#)

**Step Five:** You will now choose which version of your transcript you want to send, your current transcripts which are NOT final, or you will select 'Send Final Marks when they become available'. Your transcripts are not final until you graduate, but some universities want to see your current progress. For every PSI you will select 'Send Final Marks when they become available'. Then select 'Go To Next Step'.

BRITISH COLUMBIA StudentTranscripts

### 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.

**MCGILL UNIVERSITY (MONTREAL)**  
3415 MCTAVISH STREET ROOM MS 13 MANAGEMENT OF ACADEMIC RECORDS UNIT, MONTREAL, QC, CA, H3A0C8

Send my printed transcript now. [Help?](#)

This post-secondary institution only receives printed transcripts for on-demand requests, which only contains your Final marks. If you would like your Interim marks to be sent, please contact your school.

Send Final Marks when they become available. [Help?](#)

[Click Send Final Marks](#)

[< Previous Step](#) | [Go to Next Step >](#) | [Cancel Request](#)



Step 6: You must confirm you have reviewed your choices, so select 'I have reviewed my order and course information' and select 'Add Order to Cart'.

**BRITISH COLUMBIA StudentTranscripts**

PSI selections are intended for students in Grade 12 to send their interim and final marks to the post-secondary institutions to which they have applied. Students in Grades 10 or 11 should not select 'Send Interim and Final Marks' when available.

### 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.

**MCGILL UNIVERSITY (MONTREAL)** Remove

3415 MCTAVISH STREET ROOM MS 13 MANAGEMENT OF ACADEMIC RECORDS UNIT, MONTREAL, QC, CA, H3A0C8

There is no preview to confirm. This institution will receive a printed copy of your final transcript in July.

I have reviewed my order and course information.

< Previous Step      **Add Order to Cart**      Cancel Request

Step 7: Review your cart and select 'Submit Order' at the bottom of the screen.

**BRITISH COLUMBIA StudentTranscripts**

Logged in as [User] | Help | 1 Item(s) in cart | Log Off

< Back to My Dashboard

### Shopping Cart

Please note that your transcripts and/or certificates will not be sent to the specified recipients until you checkout. Items remaining in your shopping cart, after you log out or close your browser, will not be available.

**Transcripts going to a Post-Secondary Institution:**

Recipient	Order Item	Request	Quantity	Date	
MCGILL UNIVERSITY (MONTREAL)	Transcript	Send when final marks available	1	2017-SEP-27	Remove

**Cost:**

Order Item Type	Quantity	Cost
Transcript to Post-Secondary Institution(s)	1	1 @ \$0.00
	<b>Subtotal:</b>	\$0.00
	<b>Total Cost:</b>	\$0.00

**Submit Order**      Cancel

You have now sent your transcript to the institutions of your choosing.