**Student Transcript Service**

**Attention ALL Grade 12 Students and Parents**

**All grade 12 students** must now register for **Basic BCeID** in order to access their transcripts from the B.C. Government. This account will enable students to order transcripts to send to universities and to grant permission for Post-Secondary Institutions to view their transcripts **Online.** Please follow the instructions below to complete this process. This process is necessary in order for your secondary school academic information and transcript to be released from the government to post-secondary institutions across Canada.

1. Students access this online registration at [www.StudentTranscripts.gov.bc.ca](http://www.StudentTranscripts.gov.bc.ca)
2. Be sure to scroll down the page to the Student Transcript section and select **Choose Current Student** to **Sign Up for Basic BCeID**!
3. The first page is personal information (you will need to use your **Legal Name**!!!) and setting up your password. You will be asked to create three questions which will be used if you ever want to re-set your password. It is very important that you **save your password information** and your **answers to the three questions** in case you ever want to re-set your password. It is also important that you update any changes to your e-mail address on this site.
4. You will need your **PEN (Provincial Education Number)** for the second page of the registration so have it ready. It is a 9 digit number on your report card in a box underneath your name.
5. **\*\*\* You are not done yet** even though it says you have a successful registration! You have registered for BCeID but **you now need to choose your post-secondary options!**
6. First, you will need to **Activate** your registration through your **e-mail**.
7. Now you can select **Log in with BCeId** to access your account and to view or order your transcript. Go back to the Student Transcript page and select **Choose Student Transcript Login**.
8. Log in will bring you to **My Dashboard**: Here there is a Help Option which gives detailed instructions of the following Steps to send/order your transcript to either Canadian or International Universities:

* Check the I Consent Box
* Select Institutions by choosing the school on the left side and moving it over to the right hand box.
* Choose what the system automatically defaults to, which is usually: **Send electronically now and allow this Post-Secondary Institution to request updates until the date specified below (the date is already in, so no need to change it)**
* If you choose Send Transcripts Now it may send the incomplete transcript without all of your Grade 12 Courses
* Confirm and Add to Cart and Submit Order

**BCeID Help Desk** is open Monday to Friday (except statutory holidays) from 8:30am to 5:00pm Pacific Time / 9:30am to 6:00pm Mountain Time.

* 1 888 356-2741 (Canada and USA toll free)
* 604 660-2355 (Within lower mainland or outside Canada and USA)