

How to Create a BCEID and LOGIN to BC Transcript Service

Grade 12 students **MUST create a BCEID and then login to BC Transcript Service** in order to request that transcripts are MADE AVAILABLE to ALL BC POST-SECONDARY INSTITUTIONS to which you apply. Here is how to do this....

Creating a BCEID BASIC ACCOUNT:

1. Google BCEID
2. Scroll down to “Register for BCEID”
3. Click on “Register for Basic BCEID”
4. Enter the required information (name, email, create + confirm password)

Your password must be 14 characters, so, record it somewhere SAFE as you will need this password to login to BC Transcript Service.

5. Click CONTINUE.
6. Now you will see a message that says, “Registration Complete”.

How to ORDER Transcripts using BC Transcript Service:

1. Google BCEID Transcript
2. Scroll to, “Order transcripts or certificates as a”
3. Click, “Current Student”
4. At the top of this page, click, ORDER
5. Click, “Login” and use your BCEID to login

You should now be on, “MY DASHBOARD”

1. Under “Transcripts and Certificates”, click, “send/order your transcripts”
2. Click, I CONSENT
3. Click, “Send electronic (XML) or paper transcript to post-secondary institution(s)”

Under Send Copy of Transcript to University, College or other Post-Secondary Institutions

1. Select, “British Columbia” from drop down menu
2. Click on each institution you want to apply to, and then click on the single arrow
3. The institutions you select, should now appear in the “selected institutions” box
4. Click, “Go to next step”
DO NOT CHANGE ANY OF THE DEFAULT SETTINGS THAT ARE SELECTED (you want your transcripts to be available until August).
5. Click, “Go to next step”

You will now see your, “Unofficial Transcript of Grades”

6. Click, “I have reviewed my order and course information”
7. Click, “Add order to cart”
8. Click, “Submit order”
9. Click, “Print or save the receipt for your records” (so that you have an order #, in case your run into any problems with your post-secondary applications).