S T S
(Student Transcript Service)
6 Steps

My PEN# is:

Google: BCeID

Step 1
- o *Register* for BASIC BCeID (scroll down to last one)
- o *Create* BCeID User ID & Password, Security Q's and *Record* info:
- o Click *Continue* … e-mail sent to you
- o Click *Continue to Service Directory*
- o Continue to *Page 7* in Service Directory

BCeID User ID: _____
Password: _____

Step 2
- o Click *Student Transcript (STSPRD)*
- o Click *Subscribe Now*
- o Create STS Account: PEN#, User ID & Password, Security Q's and Record info:
- o Click *Submit*

STS User ID: _____
Password: _____

Go to e-mail: *Activate* to link BCeID to STS account

Step 3
- o *Enter BCeID User ID & Password*
- o Click *Continue* & wait 5 seconds
- o Click *Do Not Show me BCeID Account Activity Again*
- o Click *Continue* & wait 5 seconds for redirection to STS Dashboard

Step 4
- o Click *Send/Order Your Transcript*
- o Click *'I Consent'*
- o Click *Send Transcript* (to a university/college or other PSI (Canadian/International))
- o Select Institution by scrolling down
- o Click *Selection* (turn phone sideways)
- o Click **Move to List** (PSI selections appear under Selected Institutions)
- o Click *Go to Next Step*

Step 5
- o Selected PSI's are listed shown Default choice is correct (Send Final Marks When They Become Available)
- o Click *Go to Next Step*
- o Review selections are correct
- o Click *I have reviewed my order and course information*
- o Click *Add Order to Cart* (wait 5 seconds)
- o Review selections
- o Click *Submit Order*

Step 6
- o Confirmation of successful submission appears **(TAKE PICTURE FOR YOUR RECORDS)**
- o Click *Back to my Dashboard*
- o STS homepage appears
- o Click *Log Off*
- o Receive confirmation e-mail of successful order