# StudentTranscripts Service

October 2019



### **Agenda**

- Overview of Changes
- New BC Graduation Website
- StudentTranscripts Service (STS) Authentication
- Basic BCeID Log In Process



### **Overview**

- Provide information on new BC Graduation Transcript website
- Provide overview on authentication method for access to student transcript and scholarship information

### **StudentTranscripts Overview**

- An online application launched in September 2017 for current and former students to:
  - Access secondary school transcripts, certificates, scholarship information, and course and examination marks
  - Order and electronically send transcripts to post-secondary institutions
- Replaces two former applications:
  - Student Secure Web (SSW) portal with limited function for current students to access course and exam information and request transcripts be sent to post-secondary institutions
  - Transcripts and Certificates Online (TACO) public site for former graduates to order copies of their transcripts and graduation certificates



### **Poster for School Counsellors**



### **StudentTranscripts Service**

### Information For Counsellors

StudentTranscripts Service (STS) is an online application for students to view their school marks, scholarships and transcript, and send transcripts electronically.

Counsellor Access: You will continue to access information the way you do today, through the School Secure Web.







transcript to

Order and send View transcript order, status post-secondary and history



transcript to employers



scholarships awarded, expiry and redemption



**Get Started** 

Go to the Ministry of Education's Transcripts and Certificate website at

Step Z Students will need to register for a Basic BCeID account. Follow the system prompts and register for STS. Finally log in to StudentTranscripts Service using the BCeID.

From a student's STS Dashboard make post-secondary institution selections, view transcript, view assessment results, and send transcripts immediately.

Applying to BC public universities and colleges also just got easier! Students can do it all: search, plan and apply on EducationPlannerBC.ca.



### **Poster for Students**



StudentTranscripts Service (STS) is an online application for students to view their school marks, transcripts, scholarships and send transcripts electronically to post secondary institutions and employers.



- Step 1 Go to http://www.StudentTranscripts.gov.bc.ca
- Step 2 Sign up for a BCeID

  To use STS, you need to sign up for a basic BCeID:
  - Complete the fields to register for a basic BCeID
  - Select your password reset questions and answers
  - (remember these as you will need them if you forget your password)
  - Follow the system prompts and sign up for STS
- Step 3 Register for STS

When registering for the STS using your BCeID, you will be prompted to:

- Enter your student information used by your school (see Get Started information above)
- Read the personal data collection info and complete the process by clicking "submit"
- An email will be sent to the email address provided and must be activated within
- 24 hours of receipt or you will need to complete the registration process again
- Once activated, you will be able to log onto STS using your BCeID and password

### Step 4

### Log in to ST

From your STS Dashboard, you can choose your post-secondary institutions (PSIs) selections, preview, send and order transcripts, view exam and assessment results and view scholarship information. Please note that all transcripts previewed in the STS are considered unofficial, but official transcripts will be sent out when ordered.

You will need to consent to the STS privacy notice which enables the ministry to send your transcripts to your selected PSIs by paper or electronically depending on how the PSIs are able to receive transcripts. Printed copies of transcripts may take up to 3 weeks for processing and delivery to your selected PSIs.

### Troubleshooting:

For BCeID questions: https://www.bceId.ca For StudentTranscripts questions: servIcebc@gov.bc.ca.



### New BC Graduation Transcript website (landing page)



### **Order Transcripts & Certificates**

The StudentTranscripts Service (STS) allows you to view and order transcripts or certificates from B.C. or Yukon secondary schools. See Help Videos on using the STS.

Home > Education & Training > Kindergarten to Grade 12 > Support > Order Transcripts & Certificates >

### Order Transcripts or Certificates as a



### Current student

- You are now enrolled in a secondary school, or
- Have completed a course within the last six months



### Former student

More than six months have passed since you completed a secondary school course



### Returning user

You are familiar with the StudentTranscripts Service (STS) and have used it before

### **Contact Information**

Can't find what you are looking for? Do you have a question about ordering your transcript?

Contact us Monday through Friday, 7:30 am to 5 pm Pacific Time.



Text your questions to: 1 (604) 660-2421

### Victoria Office:

250 387-6121

Vancouver Office: 604 660-2421

Elsewhere in B.C. Toll Free:

1 800 663-7867

Outside B.C. Office:

604 660-2421

E-mail: servicebc@gov.bc.ca

### **Additional Services**



Order a General Educational Development (GED®) transcript or certificate

Available if you completed the GED® tests from 1973 to 2014



Contact your school of record or district office

If you last attended school between 1974-1985, contact your secondary school for your transcript or certificate



Find your Personal Education Number (PEN)

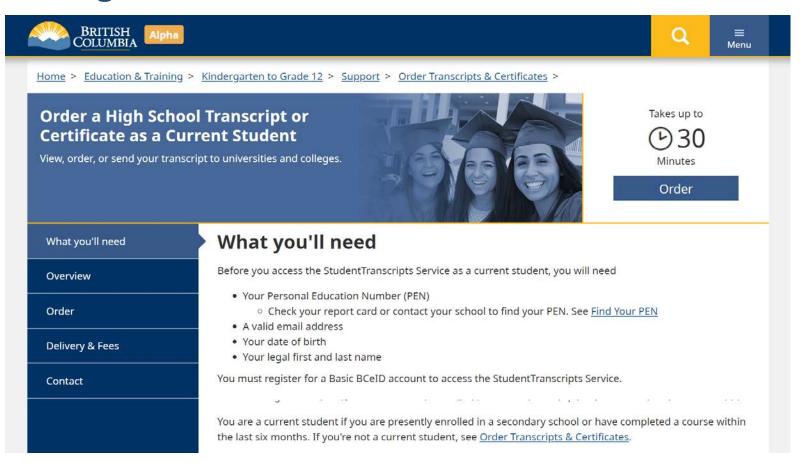
Not sure if you have a PEN? Find out if you have a PEN and the ways to find it

Did you find what you were looking for?





### **Getting Started- Current Student**



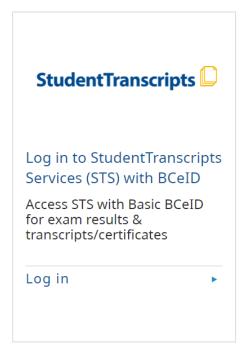


### **Transcript Dashboard**

### **Order**

First time users may register for a Basic BCeID. Returning users log in using the StudentTranscripts Services.







### Step 1: Registering for Basic BCeID



### **Basic BCeID Authentication**



### Register for a Basic BCeID

Surname
Given/First Name
First Middle Name (optional)
Other Middle Names (optional)
Email
Phone Number (optional)



### **Basic BCeID Authentication**

Activate your Education Account Inbox x





### noreply.studenttranscripts@gov.bc.ca

Ser

to me 🔻

Hello,

You recently created a StudentTranscripts registration with the Ministry of Education.

To complete the registration process we need to verify your identity. To do this we need to link your BCeID account to your StudentTranscripts account.

To finish this process you need to:

- 1. Activate StudentTranscripts Registration
- 2. Then login with your BCeID username and passwords to StudentTranscripts

If the above link doesn't work, please paste this link into your web browser's address field:

Click on link from the email confirmation to link the newly created BCeID to the student's STS account.



# Step 2: Registering for StudentTranscript Service



### **Student Register for the StudentTranscripts Service- Same Process**

Welcome Christie Foster. You need to register your student information with StudentTranscripts before you can access your StudentTranscripts Dashboard.			
* Indicates a required field			
Student Information you	u use(d) in your Sc	hool of Record	
•	•	ches the information at your school of record.	
Personal Education Number (PEN	① Don't have a PEN?	Tip: PEN, First Name, Last	
First Name *		Name and DOB are	
Middle Name		mandatory fields and must be	
Last Name *		correctly entered to avoid	
Date of Birth (dd/mm/yyyy) *		delays	
dd/mm/yyyy			
Contact Information			
	nation is correct and up to	date in order to receive email about your StudentTranscript Services account.	
Email *			
Phone Number			



### Student receives an email- Same Process

Activate your Education Account Inbox x





### noreply.studenttranscripts@gov.bc.ca

Ser

to me 🔻

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To finish this process you need to:

- 1. Activate StudentTranscripts Registration
- 2. Then login with your BCeID username and passwords to StudentTranscripts

If the above link doesn't work, please paste this link into your web browser's address field:

Click on link from the e-mail confirmation to link the newly created BCeID to the student's STS account.



### StudentTranscripts Service Dashboard



StudentTranscripts 📮

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 please contact your school if you have any questions or you think you have graduated)
- · 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 March 22, 2017 Your transcript has your graduation status
- · View Your Provincial Examinations/Assessment Results Last Updated April 28, 2016

Logged in as Tester Student 10 Help 0 item(s) in cart Log Off

· View Your Scholarships - No scholarships to report

Main Student Dashboard following authentication and authorization



### **For More Information**

## Ministry of Education student.certification@gov.bc.ca