

Student Transcripts Service

October 2019



Ministry of
Education



Agenda

- ❖ Overview of Changes
- ❖ New BC Graduation Website
- ❖ Student Transcripts 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



Student Transcripts 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.



View grades and assessment results



Order and send transcript to post-secondary institutions



View transcript order, status and history



Order and send transcript to employers



View BC scholarships awarded, expiry and redemption status

Get Started

To register for STS students will need:

- Personal Education Number (PEN)
- Full legal name
- Date of birth
- Email address

Step 1 Go to the Ministry of Education's **Transcripts and Certificate website** at <http://www.StudentTranscripts.gov.bc.ca>

Step 2 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.

Step 3 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



Student Transcripts Service Information For Students for BCeID

Student Transcripts 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.



Get Started

To register for STS students will need:

- Personal Education Number (PEN)
- Full legal name
- Date of birth
- Email address

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 STS
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](#))

Q
☰
Menu

[Home](#) > [Education & Training](#) > [Kindergarten to Grade 12](#) > [Support](#) > [Order Transcripts & Certificates](#) >

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.

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

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

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](tel:16046602421)

Victoria Office:
[250 387-6121](tel:2503876121)

Vancouver Office:
[604 660-2421](tel:6046602421)

Elsewhere in B.C. Toll Free:
[1 800 663-7867](tel:18006637867)

Outside B.C. Office:
[604 660-2421](tel:6046602421)

E-mail:
servicebc@gov.bc.ca

Did you find what you were looking for? Yes No

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Getting Started- Current Student



[Home](#) > [Education & Training](#) > [Kindergarten to Grade 12](#) > [Support](#) > [Order Transcripts & Certificates](#) >

Order a High School Transcript or Certificate as a Current Student

View, order, or send your transcript to universities and colleges.



Takes up to

30

Minutes

[Order](#)

What you'll need

Overview

Order

Delivery & Fees

Contact

What you'll need

Before you access the StudentTranscripts Service as a current student, you will need

- Your Personal Education Number (PEN)
 - Check your report card or contact your school to find your PEN. See [Find Your PEN](#)
- A valid email address
- Your date of birth
- Your legal first and last name

You must register for a Basic BCeID account to access the StudentTranscripts Service.

You are a current student if you are presently enrolled in a secondary school or have completed a course within the last six months. If you're not a current student, see [Order Transcripts & Certificates](#).



Transcript Dashboard

Order

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



Register for a Basic BCeID

Online ID for secure access to
B.C. government services.

Register ▶

StudentTranscripts 

Log in to StudentTranscripts
Services (STS) with BCeID

Access STS with Basic BCeID
for exam results &
transcripts/certificates

Log in ▶



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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

See

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.



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Step 2: Registering for Student Transcript Service



Student Register for the StudentTranscripts Service- Same Process

Register for StudentTranscripts



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 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

Tip: PEN, First Name, Last Name and DOB are mandatory fields and must be correctly entered to avoid delays



Student receives an email- Same Process

Activate your Education Account Inbox x



noreply.studenttranscripts@gov.bc.ca

See

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



StudentTranscripts Service Dashboard

The screenshot shows the StudentTranscripts Service Dashboard. At the top left is the British Columbia logo and the text 'BRITISH COLUMBIA' and 'Ministry of Education'. At the top right is the 'StudentTranscripts' logo. Below the header, it says 'Logged in as Tester Student 10 | Help | 0 item(s) in cart | Log Off'. The main content area is titled 'My Dashboard' and includes a welcome message: 'Welcome to StudentTranscripts. Please select from the services below.' There are two main sections: 'Transcripts & Certificates' and 'Marks & Scholarships'. The 'Transcripts & Certificates' section has three items: '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)', and 'View Your Post-Secondary Institution Choices'. The 'Marks & Scholarships' section has three items: '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', and 'View Your Scholarships - No scholarships to report'. Below the 'Account Information' section, there is a blue callout box with white text.

BRITISH COLUMBIA **StudentTranscripts**

Logged in as **Tester Student 10** | [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 \(Only available if you have graduated - please contact your school if you have any questions or you think you have graduated\)](#)
- [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](#)
- [View Your Scholarships - No scholarships to report](#)

Main Student Dashboard following authentication and authorization



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For More Information

Ministry of Education

student.certification@gov.bc.ca