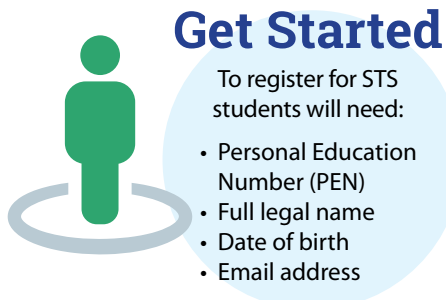# StudentTranscripts Service
Information For Students

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.

Get Started

To register for STS students will need:

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

Step 1

Google://**BCeid**
- Select **"Basic"**
- Complete the fields to register for Basic **BCeid**
- **"DO NOT USE YOUR SCHOOL EMAIL FOR REGISTERING"**
  Select your password reset Questions and Answers (remember these as you will need them if you forget your password).
- Log out

Step 2

Google://**Order Transcripts & Certificates - Province of British Columbia**
- Click "Current Student". Then scroll 1/2 way down the page to Student Transcripts on right side of page.
- Log in with: BCeid
- Click "Continue" on security message
- Go to: *Register for Student Transcript Service* (STS) page - **COMPLETE**
- An email will be sent to the email address you provided
- When email is received on your phone
- Activate on phone, hit continue
- Log out on phone

Step 3
- Once activated, log onto:// **www.studenttranscripts.gov.bc.ca** using your BCeID and password.

- On "My Dashboard"
  - Click on "send/order your transcript"
  - Select "I consent"
  - Click on "send transcripts"
- Choose post secondary school(s)
  - Move each school choice to the right hand side
- Go to next step
- Select send to University
- Select I have reviewed my order
- Select "Add order to cart"
- Submit order

- You should see "your request was received successfully"
- Check that all the schools are listed
- YOU ARE DONE!