**How to order transcripts or share your transcripts with the college/university you applied to**

1. Google search: “Student Transcript Service” – then click on “Order Transcripts & Certificates – Province of British Columbia” or <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates>
2. Click on “Current student” – Then click on “ORDER.” As you read the page you will learn you need to register for a Basic BCeID to access your transcripts. This BCeID will also let you access other BC Government services in the future, so be sure to remember the registration details you provide when setting this up. There is also a Help Video you can watch before proceeding, which is very helpful. You will need your 9-digit PEN (Personal Education Number), a valid email address, your date of birth, and your legal first and last name – since your name must match your school of record has on file.
3. You will receive an email confirmation of your successful BCeID registration, so be sure to confirm this within 24 hours or you must register again. As always, make sure you are keeping your email and log in information safe somewhere so you do not forget how to get in.
4. Now you can log in to the STS (Student Transcript Service).
5. Once in, click on “Send/Order Transcripts” – Don’t worry, it does not cost you anything to do this. Only when you have graduated, ordering transcripts will cost you $10. Now select the school(s) you applied to so they can access your transcript information. On the left list of schools, scroll and then click on the school you want and click on the button to add to the list on the right. Keep the default button selection that indicates the school can have access to your marks/transcripts when grade become available over the course of the year. A copy of your. Transcript should come up. Be sure to give it a good look over to make sure it is correct. If there are any errors or omissions, please see the Counsellors to confirm. If all is good, proceed to check out and complete your order. You will be given a summary of the schools you are setting up with.
6. BAM … you are set!
7. Be aware that some school and programs will want you to SELF-REPORT your grades or even send a copy of your unofficial transcripts directly to them. Always check your emails from the admissions office and follow through well before any deadlines. If you need help, come see Mrs. Luteijn.