

For the **Student Transcripts Services (STS)** Steps to Follow:

<http://www.StudentTranscripts.gov.bc.ca>

1. On the website, select Sign up for a Basic BCeID account – fill in the form.
2. a) User ID – consider using your first and last name with no space and no punctuation at the end. It is recommended to NOT use your email login.
3. b) Create a Password
4. c) Choose 3 Password Reset questions
5. d) Record your ID, Password, and the 3 Password reset questions for future reference
6. Click Continue
7. Follow the prompts – add in student info again.
8. An email will be sent to your email account (with the link)
9. To activate the account, click on link. Note: If you are unable to activate your registration after 24 hours, contact: studenttranscripts@gov.bc.ca for assistance.
10. Log into the account with your User ID and Password
11. Select Send/Order transcripts.
12. Select schools from the Available Institutions box and move to List box on the right-hand side of the screen.
13. Select: Send interim/final marks when available (*This is the most common option. Your interim interim marks are sent electronically in May and final marks are sent electronically in July).
14. When finished, select Add to cart.
15. Continue to checkout.
16. Select Submit

Questions/concerns regarding ordering your official documents.

Email: studenttranscripts@gov.bc.ca be sure to include your name, birth date, Personal Education Number (PEN).

*Note: Some Post-Secondary institutions may require your grade information earlier than available through this process. Ensure you are familiar with each institution's requirements regarding grade submission.