

A Guide to Completing StudentTranscripts Service (STS)

Step 1: Sign up for a BCeID - [Click here for the link](#). This ID can be used for many BC Gov't services but also must be done for the Transcript Service.

The screenshot shows the StudentTranscripts website interface. On the left is a navigation menu with options: Provincial Scholarships Program, Order Transcripts and Certificates (with sub-options: Transcripts, Certificates, GED®), and StudentTranscripts Services Help. The main content area is titled "StudentTranscripts" and includes a sub-header "General Education Development (GED®)" with a note that GED® records from 1973 to 2014 are retained by the Ministry of Education. Below this, there are two main sections: "If you have a Personal Education Number (PEN)" and "If you do not have a Personal Education Number (PEN)". The first section states that a BCeID is needed and provides buttons for "Log in with BCeID" and "Sign Up for a BCeID". The second section explains that a PEN is not required for those who attended B.C. K-12 school before 1993 or never wrote a B.C. provincial exam, and provides a "Place an Order Without a PEN" button. A red arrow points from the "Sign Up for a BCeID" button to the "If you do not have a Personal Education Number (PEN)" section. A red text box on the left says "You need to create a BCeID first!". On the right side of the page, there is a privacy notice and contact information for the Transcripts Administrator, including a PO Box address and an email address: studenttranscripts@gov.bc.ca. At the bottom right, there is a section titled "How do I Find My PEN?" with the text "You can find your nine-digit PEN by:".

Step 2: You need to now register for Student Transcript service.

The screenshot shows the "Registration Complete" page on the BCeID website. At the top, there is a navigation bar with links: Types of BCeID, Service Directory, Locations, Agreements, FAQs, and Contact Us. The main heading is "Registration Complete" with a sub-message: "A confirmation email has been sent to you for your records." Below this, there is a section for "BCeID Account Information" with the following details: Registration Date: January 30, 2018; Account Type: Basic BCeID; User ID: [redacted]; Username: [redacted]; Password: [redacted]; Email: [redacted]; and Phone: [redacted]. A link for "Basic BCeID Terms of Use" is provided. A prominent blue button labeled "Continue to StudentTranscripts" is at the bottom of the registration section, with a red arrow pointing to it. To the right of the button, there is a text box asking "Do you use other government services?" and providing a link to "participating government services". A red text box next to the button says "Click here and now you need to register for the StudentTranscripts. This will take a few steps to register - don't forget to verify your account in your email". At the bottom of the page, there is a footer with contact information for the BCeID Help Desk (Monday to Friday, 7:30am to 5:00pm Pacific Time / 8:30am to 6:00pm Mountain Time), phone numbers (1 888 356-2741 toll free, 604 660-2355), and a link to the online form. The footer also includes links for Home, Disclaimer, Privacy, BCeID Privacy Policy, Accessibility, and Copyright.


Step 3: You will need to verify your registration through your email - have two tabs open on your browser.

To complete login with your BCeID, review your BCeID account activity.

Why are we showing you this? We take security very seriously. We want to show you important activity in your BCeID account - if you don't recognize the activity or suspect your account has been compromised, [contact BCeID](#).

BCeID Account Activity

Last Logins with Your BCeID



When do you want to review your BCeID account activity?

By selecting "Do not show me BCeID account activity when I log in" this page will not be displayed to you when you log in using your BCeID. Update this preference anytime at www.bceid.ca.

Do not show me BCeID account activity when I log in

Continue

Your BCeID account

Go to www.bceid.ca to manage your account. You can update your email, contact information, login preferences, and more. We recommend you keep your email address up to date.

[Manage your BCeID account](#)

Need help?
[Contact the BCeID Help Desk](#)

Once you have verified your registration through your email, and logged in again (takes a few steps), you will arrive at this page

Step 4: Register for the Student Transcript service.

* 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

Collection Notice

The StudentTranscripts application collects personal information for the purposes of verification to authorize you to access your own student records or in some cases, where automated access is not possible, to retrieve and/or mail your student record information. This information is collected by the Ministry of Education under section 26(c) of the Freedom of Information and Protection of Privacy Act. Should you have any questions about the collection of this personal information, please contact:

Transcripts Administrator
PO Box 9886 Stn Prov Govt
Victoria B.C. V8W 9T6
studenttranscripts@gov.bc.ca

Step 5: Now that you have verified your account, you can send/order transcripts.

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. Contact your school if you have questions about your graduation status.
- View Your Post-Secondary Institution Choices

Marks & Scholarships

- View Your Transcript - Last Updated October 20, 2021
Your transcript has your graduation status
- Graduation Assessment/Provincial Examinations Results - Last Updated October 25, 2021
- View Your Scholarships - No scholarships to report

Account Information

- View Your Profile
- Update Your Contact Information
- View Your Order Activity


System Notice(s)

Your transcript will have all the classes you have taken at school.
Your grade 12 grades will be added when you complete your grad requirements.

Note: A red arrow points from the 'Send/Order Your Transcript' link to a callout box that says 'Choose this link'.

Step 6: Give consent to the Ministry of Ed to send your marks.

Send Your Transcript

 Due to COVID-19, Canada Post is updating their [service interruptions & suspension alerts](#). If you need to send a transcript to a post-secondary institution outside of Canada, contact the school to ask about extensions or other delivery methods.

Privacy Notice

The personal information you provide to this website is collected by the British Columbia Ministry of Education under the authority of s. 26(c) of the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165, and the School Act, ss. 79(3) and 168(2)(t) and (k), and will be used for the purpose(s) of administering the Student Transcripts Service (STS). By clicking on the "I consent" checkbox below you are acting on your own behalf in providing your consent, effective immediately, to the use and disclosure of the information you submit, for the purpose(s) of providing your official transcript and/or certificate to the post secondary institution(s), organization(s) or individual(s) you have specified.

Questions about the collection of this information should be directed by email to:
Transcript Administrator studenttranscripts@gov.bc.ca or in writing to Ministry of Education - Transcripts, PO BOX 9886 STN PROV GOVT, Victoria, BC, V8W 9T6.

I consent *(A red arrow points to this checkbox.)*

Send your transcript to a university(ies), college(s), or other post-secondary institution(s)

- Send Transcript *(A red arrow points to this link.)*

Send your transcript to an employer(s), yourself, or anyone

- Send an Electronic Transcript (by PDF download)
- Send a Printed Transcript (by mail)

[< Back to My Dashboard](#)

Note: A callout box says 'Click here next' with an arrow pointing to the 'Send Transcript' link.

Step 7: Select Camosun College to receive your transcripts

BRITISH COLUMBIA StudentTranscripts

Send Copy of Transcript to University, College or Other Post-Secondary Institution

Due to COVID-19, Canada Post is updating their service interruptions & suspension alerts. If you need to send a transcript to a post-secondary institution outside of Canada, contact the school to ask about extensions or other delivery methods.

Steps:

- 1: Select Institution
- 2: Choose Send Option
- 3: Confirm & Add to Cart

Step 1: Select the university, college or other post-secondary institution you want to send your transcript to.

Choose From List Search by Name

Canadian Institutions International Institutions [Can't find your institution? Click here.](#)

Province:

Available Institutions

- ACADEMY OF EXCELLENCE (VICTORIA)
- ACADEMY OF LEARNING
- ACADEMY OF LEARNING (LANGFORD)
- ACADEMY OF LEARNING (NANAIMO)
- ACADEMY OF LEARNING (VANCOUVER)
- ACADEMY OF LEARNING (VICTORIA)

Selected Institutions

- CAMOSUN COLLEGE

[Go to Next Step](#)

Select Camosun College under the "available institutions"

Step 8: Select Camosun College to receive your transcripts

BRITISH COLUMBIA StudentTranscripts

[< Back to My Dashboard](#)

Choose Send Options for University, College or Other Post-Secondary Institution Selected

Steps:

- 1: Select Institution
- 2: Choose Send Option
- 3: Confirm & Add to Cart

Step 2: Confirm the university, college, or other post-secondary institution you have selected to send your transcript to.

CAMOSUN COLLEGE
4461 INTERURBAN RD, VICTORIA, BC V8W 2Y9 E2C1

Send my transcript electronically now. [Help?](#)

Send my transcript now and allow this Post-Secondary Institution to request transcript updates until the date specified below. [Help?](#)

Send updates until:

[Cancel Request](#)

[Previous Step](#) [Go to Next Step](#)

Select 2nd (default) option. Final marks will be send in June automatically

Leave as one year default setting

Step 9: Add to cart

NUMERACY ASSESSMENT 10	NME10	16	2020/01					3	NA	NA
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Based on the information provided by the school, this student has not yet graduated in the 2018 Graduation Program. Students with questions should contact their schools immediately.

Reasons for Non-Graduation

No Literacy 12 Assessment	No Language Arts 12
Fewer than 16 Gr 12 credits	No Science 11 or 12
Fewer than 28 Elective credits	No Grad Transitions/Career Life Connecti


Legend Information for Course Data

I have reviewed my order and course information.

[Add Order to Cart](#)


[← Previous Step](#)

Step 10: Last step!

 **StudentTranscripts**

[← Back to My Dashboard](#)

Shopping Cart

 Due to COVID-19, Canada Post is updating their service interruptions & suspension alerts. If you need to send a transcript to a post-secondary institution outside of Canada, contact the school to ask about extensions or other delivery methods.

Please note that your transcripts and/or certificates will not be sent to the specified recipients until you checkout. Items remaining in your shopping cart, after you log out or close your browser, will not be available.

Transcripts going to a Post-Secondary Institution:

Recipient	Order Item	Request	Quantity	Date	
CAMOSUN COLLEGE	Transcript	Updates available until 24/11/22 12:00 AM	1	2021-NOV-24	Remove

Cost:

Order Item Type	Quantity	Unit Cost
Transcript to Post-Secondary Institution(s)	1	\$0.00
	Subtotal:	\$0.00
	Total Cost:	\$0.00

[Submit Order](#) [Cancel](#)

Click "Submit Order."

High school students do not pay for STS