



Student Transcripts Service

Information For Students

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

Before you start, make sure you have your PEN (not student #). It is the same # on your report card, used for numeracy/literacy assessments. You can also get it from Counselling.

Step 1 Go to the Ministry of Education's **Transcripts and Certificate website** at <http://www.StudentTranscripts.gov.bc.ca>. ****Use a personal email, NOT your SD5 email****

Step 2 You **must sign up** for a BCeID before you can use the Student Transcripts Service. For BCeID signup, you need to:

- 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 Student Transcripts Service.

Sign Up for a BCeID

Step 3 Log-in to Student Transcripts Service using your BCeID.

When registering for the Student Transcript Service 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.

Log in with BCeID

Step 4 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 PSI is 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 Student Transcripts questions: servicebc@gov.bc.ca.

-Choose institutions (all provinces)

-Review

-Add order to cart & submit

-Print order & upload to myBlueprint for CLC Assignment #8