

StudentTranscripts Service PSI Transcript Ordering/Sending

Updated September 2018





Benefits for Students

StudentTranscripts 🕒

- View assessment and exam marks
- View transcript
- View scholarships and awards
- Download digital pdf or order hard copy of official transcripts
- Select up to 25 Post-Secondary Institute (PSI) selections for free
- NEW Request real time transfer of transcripts to PSI
- NEW Receive real time feedback on status of transcript delivery
- NEW Authorize ongoing PSI access to receive transcript updates throughout the year
- NEW Benefit from PSIs' early admission and program acceptance decisions

Communications 2018

❖ Poster 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.



- Step 1 Go to the Ministry of Education's Transcripts and Certificate website at http://www.StudentTranscripts.gov.bc.ca.
- Step 2 You must sign up for a BCeID before you can use the StudentTranscripts Service.

 For BCeID signup, you need to:

 Sign Up for a BCeID
 - Complete the fields to register for a basic BCelD
 - 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 StudentTranscripts Service.
- Step 3 Log-in to StudentTranscripts Service using your BCelD.

 When registering for the Student Transcript Service using your BCelD, 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

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 StudentTranscripts questions: servicebc@gov.bc.ca.



Getting Started

Important Information for Students

- □ Students must register for a BC Government account, a BCeID before accessing the StudentTranscript Service.
- □ Current students receive 25 free transcripts for distribution
- □ Students are responsible for ensuring transcript accuracy prior to transmission to post-secondary institutions



Getting Started: BCeID Sign Up

From the Transcripts and Certificates web page, select Sign up for a BCeID.

Ordering Your Transcript or Certificate

If you have a Personal Education Number (PEN)

Is this your first time here? You will need to start by signing up for a BCeID.

Log in with BCeID

Sign up for a BCeID





Getting Started: BCeID Sign Up

Complete the Fields to register for a BCeID



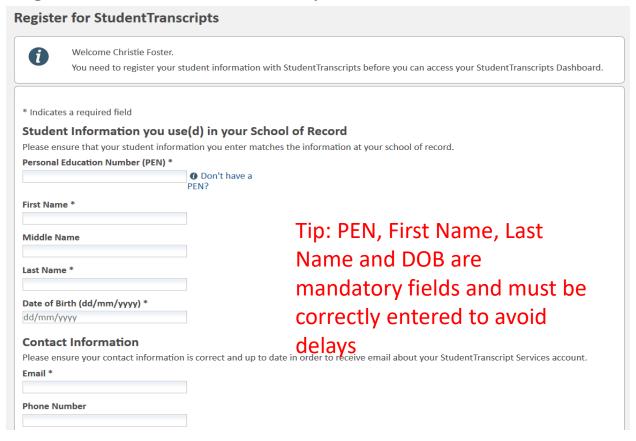
Register for a Basic BCeID

Surname
Given/First Name
First Middle Name (optional)
Other Middle Newson (autional)
Other Middle Names (optional)
Email
Phone Number (optional)



Register for StudentTranscripts

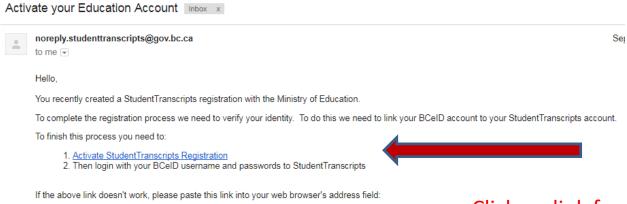
Register for the StudentTranscripts Service





Email Verification

An email confirmation will be sent to activate registration.

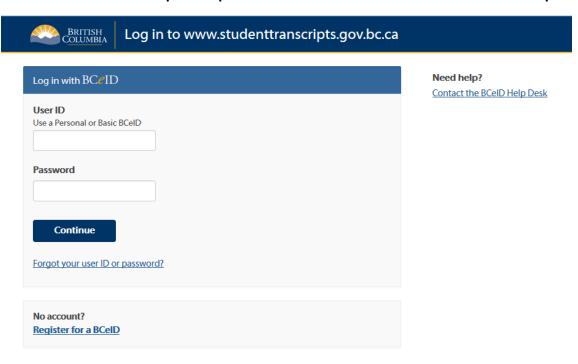


Click on link from the email confirmation to link the newly created BCeID to the student's STS account.



Logon with the BCeID

Students will be prompted to enter in their user ID and password





Student Dashboard



StudentTranscripts 📮

Logged in as Tester Student 10 Help 0 item(s) in cart Log Off

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 please contact your school if you have any questions or you think you have graduated)
- · View Your Post-Secondary Institution Choices

Account Information

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

Marks & Scholarships

- View Your Transcript Last Updated March 22, 2017
 Your transcript has your graduation status
- View Your Provincial Examinations/Assessment Results Last Updated April 28, 2016
- · View Your Scholarships No scholarships to report

Main Student Dashboard following authentication and authorization



How to Send/Order Transcripts

☐ How do students select to send/order transcripts to PSIs?

Three Steps

- Select Institution
- 2. Choose send option
- Confirm and add to cart



How PSIs Receive Transcripts

The send options reflect how the PSIs are currently set up to receive the transcripts.

Three Methods

- 1. Electronic batch process
 - Delivery of interim transcript data in May and final transcript data in July
- 2. Paper copy
 - > Delivery of final transcript data in July
- 3. NEW XML process
 - ➤ Immediate interim transcript delivery and ability for PSIs to request updates to interim marks and final marks when required.



Send/Order your Transcript



StudentTranscripts 📮

Logged in as Tester Student 10 Help O item(s) in cart Log Off

< Back to My Dashboard

Send Your Transcript

Privacy Notice

Personal information on this site is collected under section 26(c) of the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165. By clicking on the "I consent" checkbox below you are providing the British Columbia Ministry of Education with your consent, effective immediately, to use the information you submit, as well as your transcript and secondary school certificate information, for the purpose of providing the service(s) you have requested, including providing copies of your transcript and/or certificate as requested. If applicable, you are also consenting to the disclosure of the transcript and/or certificate that you have identified for the purpose of providing that transcript and/or certificate to the person and/or organizations you have identified.

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, Victor



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

Send Transcript

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

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

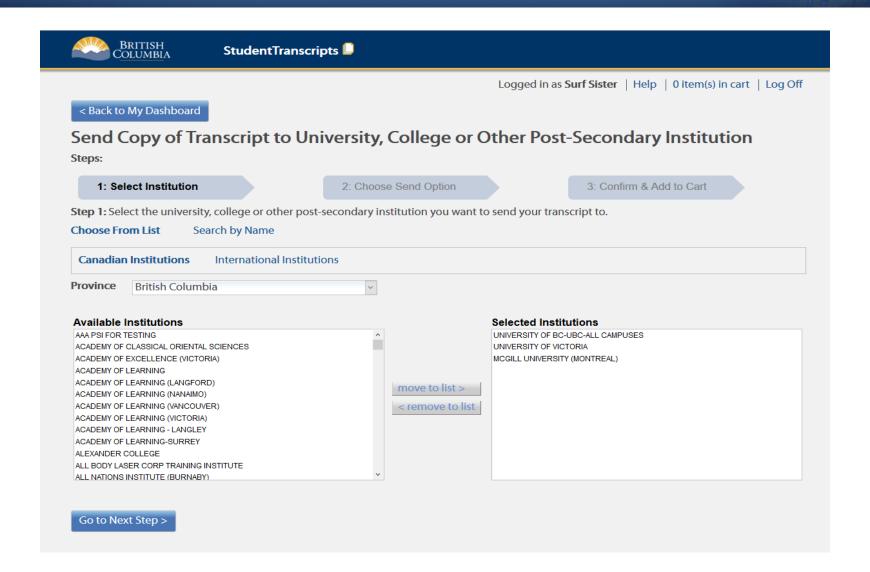
Privacy consent activates links below

Send Transcript to PSI

Send PDF Transcript or Send Printed Transcript

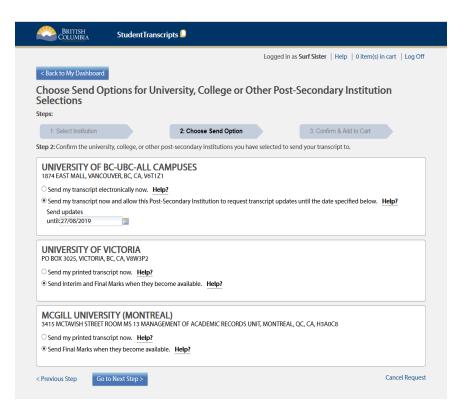


Step 1 – Search for PSI





Choosing Information to go to PSIs



Choose Send Option

Students can choose how they want to send their transcript to the post-secondary institutions they have selected; *note the delivery method is dependent on the Post-Secondary Institution*.

Currently the defaults are set to:

- NEW Send my transcript now and allow this Post
 Secondary Institution to request transcript updates until the date specified below: XML transcript is sent immediately to PSI for downloading and updates can be requested by the PSI until the date shown.
- Send interim and final marks when they are available: interim marks are sent electronically in May and final marks are sent electronically in July. This option will only be displayed for current students and is not available to former students.
- Send final marks when they are available: displayed when the post-secondary institution only receives printed copies of transcripts; your final marks will be mailed in July

15

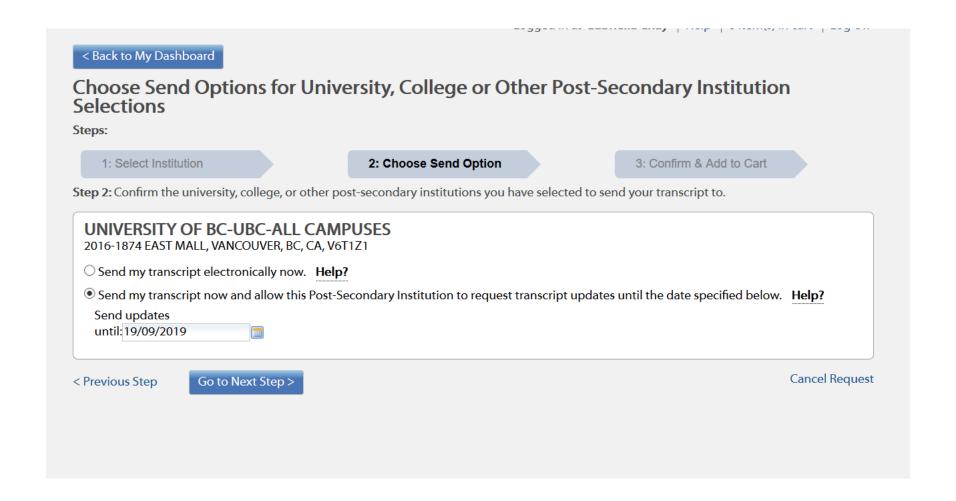


New - XML Process

- ☐ Choose Send Option
- □ Confirm and Add to Cart
- □ Order Status
- □ Confirmation of Delivery

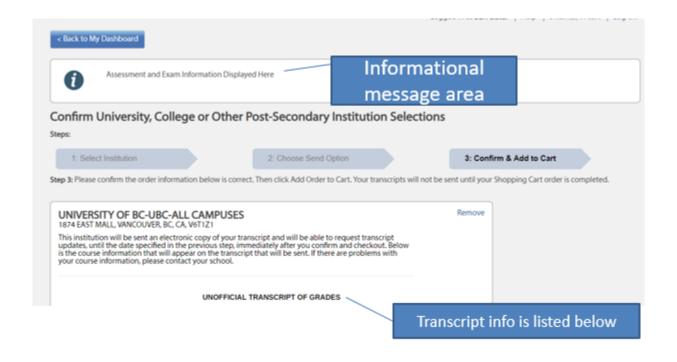


Step 2 – "Send Option" for XML PSI





Step 3 – Confirm and Add to Cart





Order Status for XML - Processing

< Back to My Dashboard

Order #: 647336 Date: 2018-09-19 Status: IN PROGRESS

Order Details

PSI Selections

You have selected to have transcripts forwarded to the following PSIs:

Name	Item Status	Order Type
UNIVERSITY OF BC-UBC-ALL CAMPUSES	PROCESSING	Send my transcript now and allow this Post-Secondary Institution to request transcript updates until 19-Sep-2019.



Order Details Status for XML - Filled

Order Details

PSI Selections

You have selected to have transcripts forwarded to the following PSIs:

Name	Item Status	Order Type	
UNIVERSITY OF BC-UBC-ALL CAMPUSES	FILLED	Send my transcript now and allow this Post-Secondary Institution to request transcript updates until 19-Sep-2019.	



Confirmation of XML Transcript Delivery

< Back to My Dashboard

Institution: UNIVERSITY OF BC-UBC-ALL CAMPUSES

Transcript Posting Date: 2018-Sep-19 10:30 Updates allowed until: 2019-Sep-19 00:00

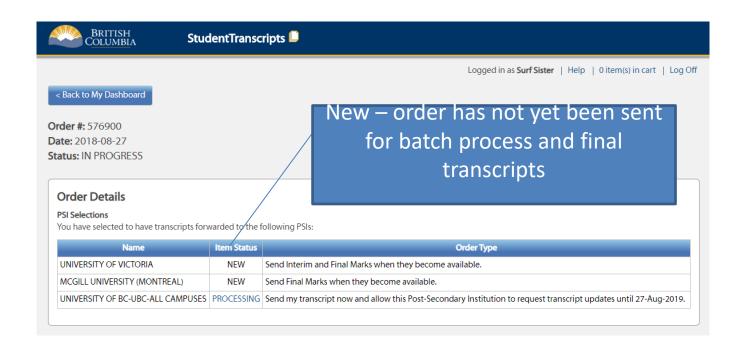
[2018-Sep-19 10:30] The system is transmitting your transcript

[2018-Sep-19 10:45] Your transcript has been delivered

[2018-Sep-19 10:30] A request for your updated transcript has been received



Confirmation of Order for all Send/Order Options





TRAX Data Submissions

- With the new XML transcript process, schools are encouraged to load their information to TRAX more frequently (after every reporting period for linear and semestered schools) to ensure that PSIs can see the most up-to-date student information
- □ Current recommended data loads are four times a year but can be loaded anytime data is available
- □ A reminder has been included in the 2018/2019 Handbook



Mailing Copies of Transcripts

- □ Students frequently email Student transcripts about how long it takes for PSIs to receive their printed transcripts
 - Transcripts are ordered through STS
 - Transcripts are processed and printed by BC Mail
 - ❖ BC Mail then posts the transcripts using Canada Post
 - ❖ Transcripts may take up to one-two weeks for delivery in Canada and more for international destinations.



Mailing of Transcripts

Information provided to students for confirmation of Student Transcripts Request Received:

- Your request was received successfully by the StudentTranscripts Service. Please see below for the estimated processing and mailing times for your transcript(s). Physical transcript orders are mailed out through Canada Post Regular Mail and no tracking information is provided. Delivery time frames are not guaranteed, as weather and mail volume can affect delivery.
- □ Please note that each Post-Secondary Institution has their own processing times for mail received that is not included in our estimated mailing times. For more information please contact your Post-Secondary Institution.

Type of Order	Processing time	Estimated Mailing Time
Send your transcript to a university(ies), college(s), or other post-secondary institution(s)	Up to 6 Business Days for Ministry of Education to process your order	Estimated 8 business days within Canada; Estimated 10 business days to USA Estimated 12 Business Days Internationally
Send a Printed Transcript (by mail)	Up to 6 Business Days for Ministry of Education to process your order	Estimated 8 business days within Canada; Estimated 10 business days to USA Estimated 12 Business Days Internationally



Future Teleconference Date

- ☐ Teleconference call to discuss answer any questions on STS ordering/sending transcripts:
 - Thursday October 4 at 3 pm
 - ❖ Call in Number: 1(888) 952-9304
 - ❖ Access Code: 9356939

Please RSVP and provide any questions you may want answered by Wednesday October 3rd to:

student.certification@gov.bc.ca



Question Period





For more information

Ministry of Education Student Certification Branch

Email: student.certification@gov.bc.ca