




PSI Instructions

Secondary Institutions Selections Suggested completion date: November - January

Most post-secondary institutions have deadlines for submitting final transcripts for September entry before official transcripts are received at high schools. To have your transcripts forwarded from the Ministry of Education to the post-secondary institution(s) that you apply to you MUST complete the PSI Selection Form ONLINE.

1. Visit <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates> (you can also search “BC High School Transcripts”)

Scroll down until you see:

StudentTranscripts 

If you have a [Personal Education Number \(PEN\)](#)

You will need a BCeID to access the StudentTranscripts Service

[Log in with BCeID](#) [Sign Up for a BCeID](#)

StudentTranscripts

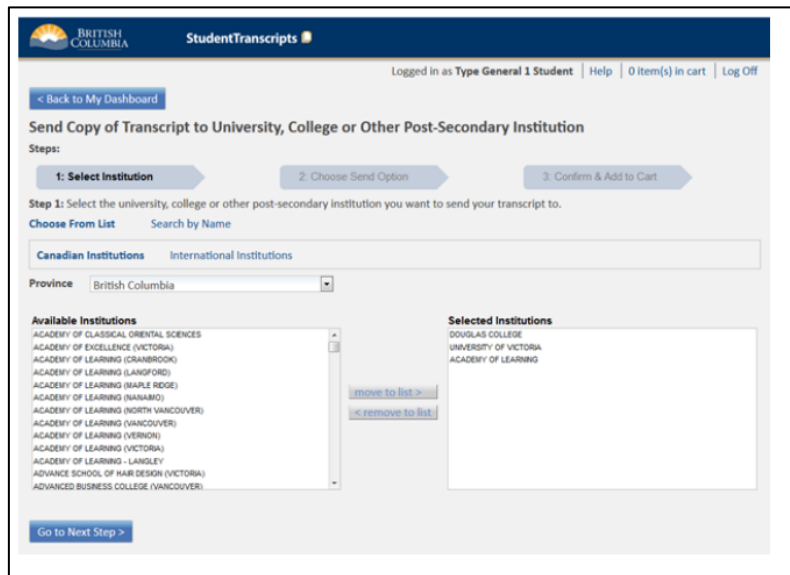
Log in to StudentTranscripts Services (STS) with BCeID

Access STS with Basic BCeID for exam results & transcripts/certificates

[Log in](#)

2. If you **already have a BCeID**, click “Log in with BCeID” and proceed to Step 3 below. If you **do not have a BCeID**, click “Sign Up for a BCeID” and complete the form as prompted. Do not use your school email as you will lose access to this account when you graduate. Record your user ID and password in a safe place in case you forget them.
3. Once you are logged in to your BCeID, you will be re-directed to register for Student Transcripts to access your Dashboard. You will need your Personal Education Number (PEN), and you must enter your legal name as it appears on your birth certificate. Use an email other than your school account. Ensure you check the email account you use to sign up for the activation link to complete account set-up.
4. LOG IN to the Student Transcript Service, and you will arrive at STS My Dashboard. From here you can view your transcript, send transcripts to post-secondary institutions, view your provincial exam results, and more.
5. To send your transcript to a post-secondary institution, you must read and consent to a privacy policy notice.

6. To select the post-secondary institutions (PSIs) you wish to send your transcripts to, click on the PSI name and click the “move to list” button. This may take some time as you will have to search and locate all the PSIs you intend to apply for. If the PSI is not in BC, or is International (for example, in the US), you will need to change the default location. Holding down the “Ctrl” key will allow you to select multiple PSIs at one time. To remove a PSI from your list, click on it and then click the “remove from list” button. You can choose up to 25 institutions.



7. Once you have selected all the PSIs you wish to send your transcript to, click the “Go to Next Step” button.
8. Choose how you want to send your transcript to the post-secondary institutions you have selected; *note the delivery method is dependent on the Post-Secondary Institution*. Typically, you will want to choose
 - a. **Send interim and final marks when they are available:** marks are sent electronically when updated. Note that this option is only available until you graduate, **OR**
 - b. **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
9. Make your selection and click on ‘Go to Next Step’ or Cancel Request - returns you to My Dashboard or Return to Previous Step - returns you to Step 1
10. **Confirm & Add to Cart:** The system will display a preview, or your course information and PSI selected; it is important for you to take the time to confirm that **both the course information and the PSI details are correct** Note: If you have questions about your course information contact your school counselling dept.
11. Remove a selection by clicking the ‘Remove’ link in the top right-hand corner or, cancel the order and return to the previous step or, click the checkbox ‘I have reviewed my order and course information’ to enable the Add Order to Cart button
12. The Shopping Cart will display a summary of your order. Review it for accuracy, and if there no errors, click “Submit Order” (there may be privacy policies you need to agree to before you can submit).
13. You should be able to see a receipt on-screen after you have submitted your order – you may want to save this as a PDF file.

14. Alternatively, you can view your PSI choices by going to My Dashboard and selecting View Your Post-Secondary Institution Choices. ***If you did not save the receipt***, then right-click on this page and save it as a PDF.
15. You can consult the Student Transcript Services webpage for help at <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates/studenttranscripts-services-help>