



Student Transcripts Service
A "How To" Step-by-Step Guide

Have Ready

Your PEN number, **not** your Reynolds student number

Your name must EXACTLY match what's on your transcript.

Step 1

Go to the Ministry of Education's **Transcripts and Certificate website** at
www.StudentTranscripts.gov.bc.ca

Step 2

You will select choose **Sign up for a BCeID**

- You will be prompted to fill in a form with your personal information.
- After you complete this form you will have to **activate** your account via the email you put on your form.
- After activation you will have access to the STS dashboard.

Step 3

From the dashboard you can view grades and assessment results. Order and send transcripts to post-secondary institutions. View transcript order, status and history. Order and send transcripts to employers. View BC scholarships awarded, expiry and redemption status.

- **To make postsecondary institution selections:**
 - You select Send/Order Your Transcript,
 - Tick the I consent box, with regard to the **Privacy Notice**
 - Once ticked you can click on Send Transcript
- From this next menu you will be able to select your schools by province. From here it operates very much like a shopping site. Just follow the prompts and check the information at each stage.
- You will be able to check which schools you have applied to back on the dashboard page.
- **To send transcripts to employers or continuing education providers or others.**
- You select Send/Order Your Transcript.
- Tick the I consent box, with regard to the **Privacy Notice**.