INSTRUCTIONS FOR VIEWING YOUR GRADUATION ASSESSMENT RESULTS

Step 1: Create a BCeID

You will need to sign up for a "BCeID" first in order to access the Student Transcripts Service

1. Go to the Ministry of Education's website: www.studenttranscripts.gov.bc.ca
2. Under the **"Student Transcripts"** section, click on **"Sign up for a BCeID"**
   - Register for a Basic BCeID by entering your personal information. Use a personal email account that you will have for a number of years. When done, click **Continue.**
   - The next screen is titled "To complete login with your BCeID, review your BCeID account activity". Click **Continue.**
   - The next screen is titled **"Registration Complete".** Click on **Continue to StudentTranscripts**
   - *You will receive a confirmation email indicating that you have registered for a BC Ministry of Education Student Transcripts Service.*

Please keep your UserID and Password on file as you will need both for future use

Step 2: Register for Student Transcripts Service

You will need your PEN (Provincial Education Number) for this step – 9 digit number on upper left corner of your report card

1. Enter your PEN # and personal details. Click on **"Submit"**
2. The next screen is titled **"Register for Student Transcripts – Confirmation"**
3. To continue, you must activate your registration. Go to your email account and click on the **"Activate Student Transcripts Registration"** link in the confirmation email you receive.
   - *The email will be from noreply.studenttranscripts@gov.bc.ca and the subject will be "Activate your Education Account"*
4. Login to your BCeID account with your userID & password, created in Step 1.
5. Once completed, you will be automatically taken to a new screen titled **"My Dashboard"**

Step 3: Viewing Government Literacy & Numeracy Assessment Results

1. Click on the **"Graduation Assessment/Provincial Exam Results"** to view your Graduation Literacy or Numeracy Assessment results.
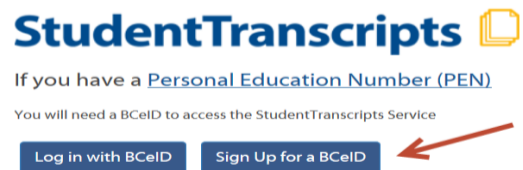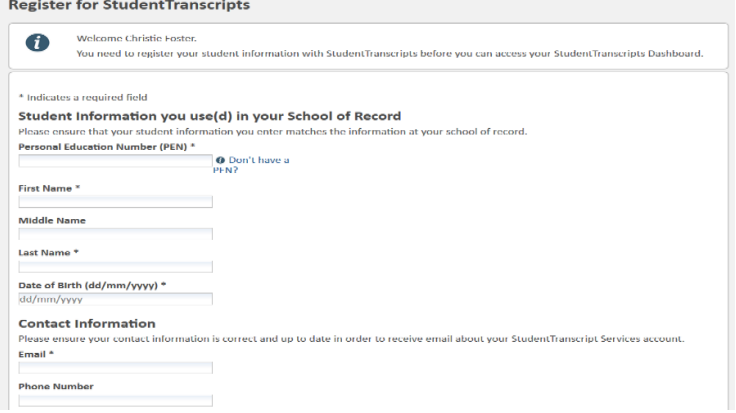
This site is where you will also be able to "View Your Transcript," "Send/Order Your Transcript" & "View Provincially Awarded Scholarships" as well as other options
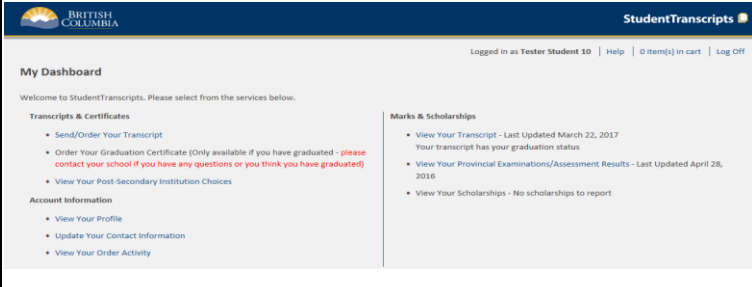*NOTE: This Ministry Transcript contains ONLY completed courses & NOT in-progress courses*

STUDENT TRANSCRIPTS SERVICE (STS)

Transcripts & Certificate Website

1. Open a browser and visit the URL for the STS Service	http://www.StudentTranscripts.gov.bc.ca
2. From the Transcripts and Certificates web page, select Sign up for a BCeID	**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]
3. Complete the following fields to register • Surname (Last Name) • Given/First Name • Email • Phone Number 4. The system will request that you Select a Password Reset Questions & Answers • *These questions will be used if you forget your password – you'll only be able to reset your password if you can answer these questions correctly*	**BRITISH COLUMBIA | BCeID** Types of BCeID | Service Directory | Locations | Agreements **Register for a Basic BCeID** Surname [ ] Given/First Name [ ] First Middle Name (optional) [ ] Other Middle Names (optional) [ ] Email [ ] Phone Number (optional) [ ]

5. Register for the *Student Transcripts Service* (STS)
 	
• You MUST Register your Student Information with the Student Transcript Service BEFORE you can access your Student Transcripts Dashboard
 	
• You NEED:
  • PEN (Personal Education Number)
  • Legal First & Last Name
  • Birthdate
  • Email
 	
6. The system will display a registration confirmation message advising an email has been sent; to activate the registration and link a BCeID to a student's STS Account you need to click a link in the email.
• After you click the link the system will prompt you to enter your BCeID user name and password to finalize the process
	Register for StudentTranscripts
	
	ⓘ Welcome Christie Foster.
	You need to register your student information with StudentTranscripts before you can access your StudentTranscripts Dashboard.
	
	* 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) *
	[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
	[ ]

STUDENT DASHBOARD

1. The Student Dashboard allows students to:
• Select which Post-Secondary Institutions to send your Transcripts to
  o *All Students get 25 FREE transcripts to send – each additional is $10*
• Allows students to view their current transcript PRIOR to sending it to PSI's
• Print your own transcripts for your own records
	BRITISH COLUMBIA **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