Name_____PEN #_____

Grade 12 student's PSI (Post Secondary Institution) Selections Instructions

1. Go to **www.studenttranscripts.gov.bc.ca**
2. Go to "Sign up for BCeID"
3. Fill in the necessary information including ticking the box saying that you accept the terms
4. Press "Continue"
5. Press "Continue to student transcripts"
6. Fill in the necessary information including your PEN #
7. Press "Submit" - double click quickly
8. You will receive an activation email – open your email account on the desktop
9. Click on the link
10. Click "Continue"
11. Click on "Send/Order transcripts"
12. Click on "Send transcripts"
13. Choose your PSIs by clicking the PSI and click "Move to List" – you can choose as many as you want
14. Click "Go to next step"
15. Select the **2nd bullet** "Send final marks when they become available" on all the PSIs you have selected
16. Click "Go to the next step"
17. Click "I have reviewed my order & course info"
18. Click "Add order to cart"
19. Click "Submit order"
20. Print the receipt, attach to this sheet and submit it to your teacher