

## DIRECTIONS FOR ORDERING TRANSCRIPTS FOR POST SECONDARY INSTITUTIONS

This process will allow you to have the Provincial Government send out final transcripts to the institutions of your choice at no cost to you. It's a money saver!

It is now, for the first time, a computer driven process.

### IMPORTANT

- DEADLINE FOR THIS PROCESS APRIL 30/09.
- YOU ONLY GET ONE SUBMISSION, BE SURE OF YOUR SELECTIONS (cover as many institutions as possible).

**Step 1:** go to <https://www.bced.gov.bc.ca/exams/tsw/tsw/student/>

**Step 2:** Select 'enter' button on screen.

**Step 3:** Choose which ever is appropriate either create an account or log into an existing account; both steps require the same information.

**Step 4:** Select 'proceed' button on screen.

**Step 5:** Enter PEN (nine digit # from your report cards), password, and select the 'log in' or if you've forgotten your password, select the [Forgotten your password? Click here.](#)

**Step 6:** Ignore the change of password notice and select the continue button.

**Step 7:** Enter and confirm your current email address; you don't need to enter a personal school email address! Select the 'submit' button.

**Step 8:** Select the [Post Secondary Institution Selections](#) hyperlink.

**Step 9:** Scroll down to the bottom of the next screen and select the [Select PSI's](#) hyperlink.

**Step 10:** The two boxes that are at the top of the next screen allow for final transcripts to be sent institutions that receive them electronically. For a list of institutions the top (British Columbia Institutions) box applies to select the [Display list of BC Electronic PSIs](#) hyper link. For a list of institutions the second box (Ontario Institutions) select the [Display list of OUAC Electronic PSIs](#) hyper link. At the very least check the top box!

**Step 11:** Scroll down the screen and choose among the Institutions that do not have electronic transcript capabilities. If you plan on attending these schools select the add button. This is the second to last rectangular window near the bottom of the screen.

**Step 12:** Select any institutions out of Province or out of Country that you would like your transcripts sent to. This is the rectangular window at the very bottom of the screen

**Step 13:** If you are happy with your choices, select the next button at the bottom right of the screen.

**Step 14:** This confirmation screen requires you to check the confirmation box and select the confirmation button. Please examine your selections before confirming.

DONE