

## ORDERING YOUR TRANSCRIPTS THROUGH THE MINISTRY OF EDUCATION

To order/view your Transcript you will need:

- 1) A **basic** BCeID account
  - 2) Personal Education Number  
(Instructions for both below)
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Create a **basic** BCeID

Start at this link [https://www.bceid.ca/register/basic/account\\_details.aspx?type=regular#action](https://www.bceid.ca/register/basic/account_details.aspx?type=regular#action)

- Fill out required information
  - Once complete, a confirmation email will be sent
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### Obtaining your Personal Education Number (PEN)

Please note you will have to have your **basic** BCeID

- Click on <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/pen-services/pen>
- Scroll down the page to almost the bottom and click on the blue box that says “Log in with BCeID”. Log in and it will take you to another form for your PEN.
- Fill our required information
- A confirmation email will be sent
- In the email, click on “Activate your GetMyPEN” link

*A message will come up that it will take 1-3 business days and you will receive an email when your PEN is found. (Please note that this usually only takes a couple hours or less if done during business hours)*

Once you have your PEN, follow below steps to order your Transcript.

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### Ordering a Transcript if you already have your Personal Education Number (PEN):

(See above on how to obtain your PEN, if you do not have it.)

- Click on <https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates/former-student/order-high-school-transcript-or-certificate-former-student>
- Click on the blue box “Order” near the top, right side of your screen.
- Log into StudentTranscripts with you basic BCeID that you just created.

Once you have logged in, you can view your transcripts (unofficially), order your transcripts (personally or to a University) or order your graduation certificate.

IMPORTANT: Please note that for a job, or University, you want to order your **transcript** as that is the legal document.