

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://www2.gov.bc.ca/gov/content/education-training/k-12/support/pen-services/pen>

- Click on “Request” blue box near the top right of the webpage.
 - Click on the blue box “Log in with BCeID”
 - At the bottom, click “Register for a BCeID” under “No Account?”
 - Click on the 3rd option Register for **Basic** BCeID
 - 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>
- Click on “Request” which will bring you back to “Log in with BCeID”. Log in and it will take you to another form for you 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.

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.