

STEPS TO RELEASE YOUR TRANSCRIPTS

1 ————— 2 ————— 3 ————— 4 ————— 5

STEP

LOOK UP BC
TRANSCRIPT
SERVICE

[HTTPS://WWW2.GOV.
BC.CA/GOV/CONTEN
T/EDUCATION-
TRAINING/K-
12/SUPPORT/TRANSCRI
PTS-AND-
CERTIFICATES](https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates)

STEP

PREP YOUR
INFORMATION

YOU'LL NEED:
-PEN NUMBER
-VALID EMAIL
ADDRESS
-YOUR DATE OF BIRTH
-YOUR LEGAL FIRST
AND LAST NAME

STEP

REGISTER FOR A
BCEID

PLEASE WRITE DOWN
YOUR USER ID AND
PASSWORD!

STEP

INPUT YOUR
INFORMATION

DON'T FORGET TO
WRITE DOWN
IMPORTANT
INFORMATION!

5

STEP

SELECT
INSTITUTIONS

CHECK YOUR INBOX
AND SPAM FOLDERS
FOR CONFIRMATION
EMAILS!