**Career Life Connections**

Assignment #3- Creating your BCeID & PSI

Objective: To register for your BCeID account. In this account you have access to student transcript services, you FH Collins Transcripts, certificates, scholarship and more! Lets get started:

* In a search engine, google “ BCeID transcript”
* Click on **Order Transcripts & Certificates**
* Select **Current Student**
* Next you will choose **Register for a Basic BCeID** (leave optional boxes empty). The information you enter here must match the information that the school has on file. After 3 failed attempts, a student will be locked out of the system until the ministry of Education staff can clear the information.
* For USER ID, please use your firstname.lastname ex. John Smith= John.Smith

Please write your User ID, password and reset password answers in a memorable place, such as in your notes in your phone or take a pic of it.

* Continue to “Student Transcripts”
* Here you will need your PEN number (on your transcript you received earlier for assignment #1) and other information.
* Now open your email. Open the email from noreply.studenttrasnscripts@gov.bc.ca
* **Activate your Education Account**
* Next click on the link- **Activate Student Transcripts Registration**

**Next to use your BCeID- to send transcripts to Post Secondary Institutions**

* Log in to Student transcripts Services (STS) with BCeID (google BCeID transcripts)
* Under transcripts and certificates click “send/order your transcripts”
* In this area you can view your transcripts and send it to post-secondary institutions and/or employers
* Take some time to explore the student dashboard and familiarize yourself with it