

Instructions on How to Select or Reselect Your Post-Secondary Choices

Step 1 - Select Institution

Choose from List: the list is defaulted to B.C., but you can change this by clicking on the Province drop down. Then you can scroll through the list and select the PSI's of your choice.

Hint: holding the Ctrl key on your keyboard will allow you to select multiple PSI's at one time.

Search by Name: click the 'Search by Name' link and enter the PSI name in the search tool to search the entire list of PSI's.

Hint: use the full name of the PSI in order to filter the list and find the correct PSI (i.e., University of British Columbia or University of Alberta).

Filter the lists by clicking the Canadian or International institutions links

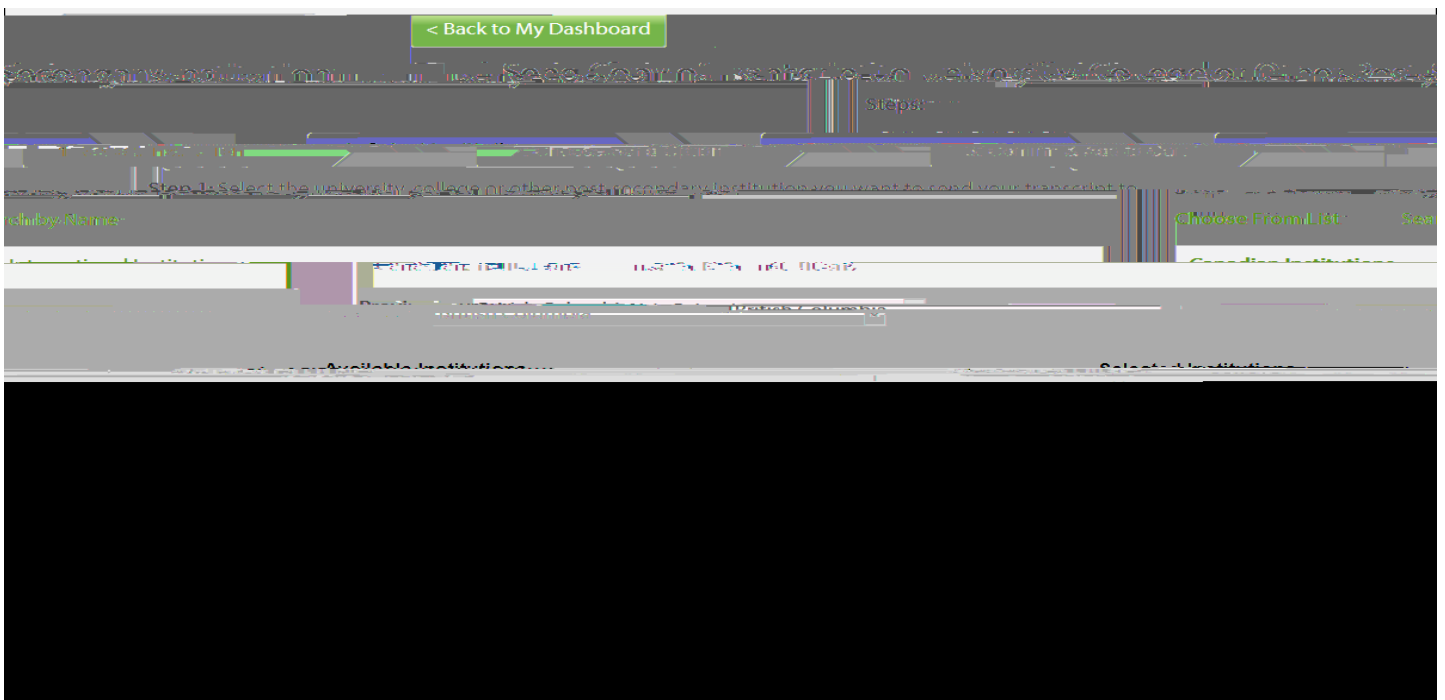
Hint: International includes the US and other countries.

To select the PSI, click on the PSI to highlight it, then click the 'move to list' button.

Remember: holding the Ctrl key on your keyboard will allow you to select multiple PSI's at one time.

To remove a PSI from your list, click on the PSI to highlight it, then click the 'remove from list' button.

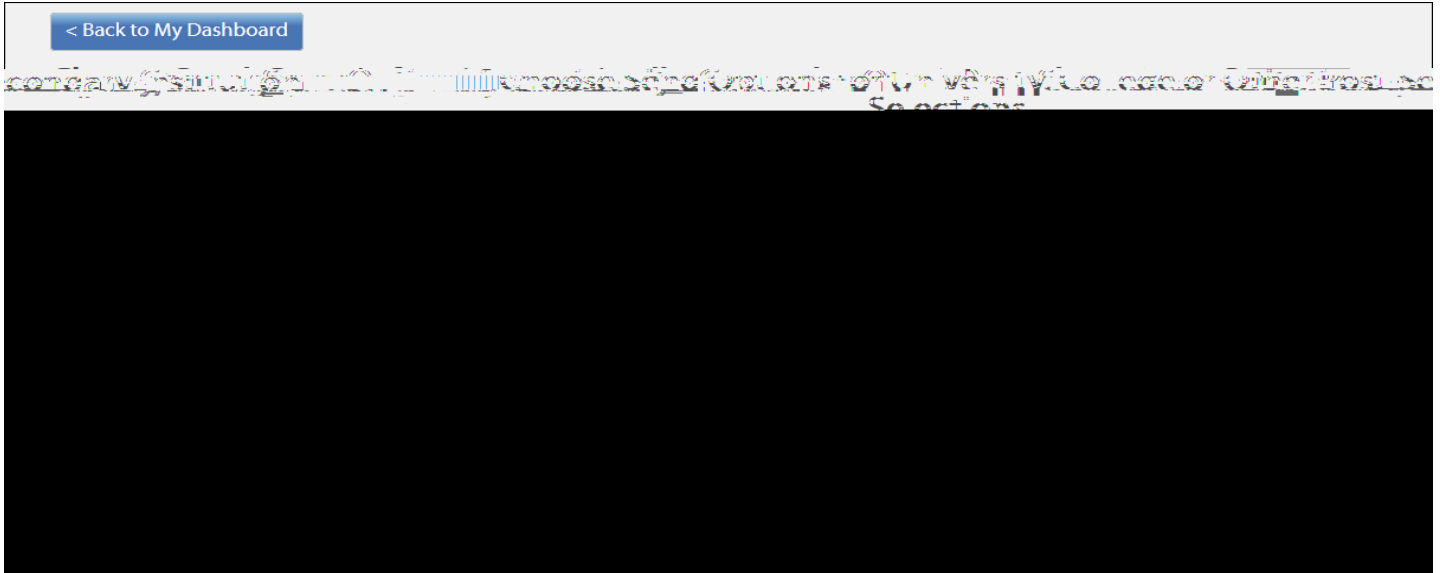
When you have selected all the PSI's you want to send your transcript to click the 'Go to Next Step' button.



Step 2 - Choose Send Option

Send electronically now and allow this Post-Secondary Institution to request updates until the date specified below: an electronic copy of your transcript with both interim and final marks will be sent immediately. Both interim and final marks will be made available to the PSI for the selected date range; the default is one year but this can be changed. Note that the PSI will be able to request updates of your transcript during the selected date range; this will be reflected in your order history.

Make your selection and click on 'Go to Next Step' or
Cancel Request - returns you to My Dashboard or
Return to Previous Step - returns you to Step 1



Step 3 - Confirm & Add to Cart

The system will display a preview of your course information and PSI selected; it is important for you to take the time to confirm that **both the course information and the PSI details are correct**. Note: If you have questions about your course information contact your school or district office, [School Information](#).

Remove a selection by clicking the 'Remove' link in the top right-hand corner or,
Cancel the order and return to the previous step or,

Click the checkbox 'I have reviewed my order and course information' to enable the Add Order to Cart button

Shopping Cart

The Shopping Cart will display a summary of your order, including the:

Recipient – who your transcript is going to

Order Item – transcript

Request – how the transcript will be sent, print or electronic

Quantity – how many transcripts you ordered (max 25 per order)

Date – when you ordered the transcript

Remove – removes a single order from the list before submitting payment

Cost Summary

Order Item Type – transcript

Quantity – the number of transcripts you ordered

Cost - the total amount of your order **Note:** the order total may be zero if you have not surpassed your 25 free transcripts

Click Cancel to return to My Dashboard or

Submit Order (if zero dollars) or

Choose your payment option:

- Pay Credit/Debit Card – enter credit/debit card information, payment is processed immediately
- Pay by Cheque or Money Order – orders are processed when your cheque is received and clears the bank (approximately 10 days)