

# Templeton Secondary --Career Centre

## Online Post-Secondary Institutions (PSI) Selections Form

[https://www.bced.gov.bc.ca/exams/trx\\_updates/pdf/psi\\_selections\\_instructions.pdf](https://www.bced.gov.bc.ca/exams/trx_updates/pdf/psi_selections_instructions.pdf)

Students can provide their transcript information to a number of post-secondary institutions by completing an on line electronic Post-Secondary Institutions Selections form. This provides authorization for the ministry to release your information to the post-secondary institution of your choice. Submit this PSI Form if you expect to graduate this year and are applying to a PSI for Sept. 2016 admission. **Please Note: Complete PSI and also follow specific instructions from the post-secondary institution like self-reporting of marks, mailing transcripts etc.**

**Online Form is open between October 9<sup>th</sup> 2015 and July 15<sup>th</sup> 2016.**

### Deadlines:

1. **Interim** transcript information will be forwarded to BC Electronic PSIs and the Ontario Universities Application Centre (OUAC), the University of Alberta and the University of Calgary in early-May if students submit Section 1 selections by **May 1**. Note: Students who select **University of Alberta and/ or the University of Calgary** in Section 3 will also have their interim transcript provided to these universities. Langara College prefers students to complete the PSI by **April 30<sup>th</sup>**. Otherwise course registration might be delayed.
2. **Final** transcript information will be forwarded by July 30 to all PSIs selected from Sections 1, 2 and 3. Students must complete the PSI Selections Form by **July 15 2016**.

If students select BC Electronic PSIs and/or OUAC by May 1<sup>st</sup> their transcript information will also be forwarded automatically in late July.

**Section 1** of the PSI Selections Form allows students to select one or both of BC Electronic PSIs and the OUAC. In addition to this, students may make a **maximum of 6** more selections from Sections 2 and 3. There is no fee for these selections.

- If a specific PSI is not listed in Sections 1, 2 or 3, please send an email with the name and address of the PSI you wish to be added to: [Student.Certification@gov.bc.ca](mailto:Student.Certification@gov.bc.ca)
- **Note:** Students should not select PSIs from Sections 2 and 3 unless they are actually applying to these institutions. Students may make additional selections at any time before the July 15 deadline.
- Students are not able to delete their selections once they have been submitted. Therefore, it is important that students choose carefully. Students who use all their selections and then change their minds will be required to complete a *Transcript Request Form* **after July 1** and pay for transcripts to be sent to additional PSIs. [www.bced.gov.bc.ca/transcript/](http://www.bced.gov.bc.ca/transcript/)

### Accessing the online PSI Selections form

Student Secure Web (SSW) at [www.bced.gov.bc.ca/exams/tsw/tsw/student/](http://www.bced.gov.bc.ca/exams/tsw/tsw/student/)

Students who do not yet have a SSW account will need to create one at the SSW website prior to gaining access to the PSI Selections form. Students must enter their First Name, Last Name and Date of Birth exactly as it is currently recorded at the Ministry of Education, along with their Personal Education Number (PEN).

- If a student can't access their account and it has been more than 1 year since they logged in, they need to recreate their account by using the "Create Account" link.
- If it has been less than 1 year since a student last logged into their account, they should use the "Forgotten your password?" link. An email will be sent with their log-in information. Page 1

## Step by Step Guide

Step 1 Type <https://www.bced.gov.bc.ca/exams/tsw/tsw/student/>

### Step 2 CREATE AN ACCOUNT

If you have not previously created an account to access your provincial exam results, click the "Create Account" button.

Create Account

### LOG-IN TO YOUR ACCOUNT

If you have already created an account to access your exams results, click the "Log-in to Account" button.

Log-in to Account

Forgot your password? Type in your PEN and the ministry will, right-away, email your password

**To create an account-** You need your Personal Education Number (PEN) and personal home email address. (skip school email address)

**Step 3 Click on Post Secondary Institution Selections and then select PSI's**

**Step 4** (*Most students need to click only on Section 1 BC Electronic PSI'S to have their transcripts sent to 26 PSIs in BC*)

#### Section 1

◆ **Forward my transcript to all BC Electronic PSIs- Click on  YES**

*(Select this for UBC, SFU, Langara, Capilano University, Douglas College, BCIT, VCC etc)*

◆ **Forward my transcript to all OUAC Electronic PSIs- Click on  YES**

**Section 2** (*for private and non electronic PSI Institutions in BC*)- *Not applicable to most students*

**Section 3 (PSI's Outside of BC)**

**Step 5 Click on Next**

**Step 6**  **Check the box to confirm.** By checking this box you give the Ministry of Education permission to release your school and exam results to the Post Secondary Institutions.

**Step 7** Response: Current PSI Selections. **Print the confirmation for your record and Logoff**

**Students can also view their selections at a later date by selecting the "View PSI Selections" link on the introduction page.**

