



## Instructions for the Online Post Secondary Institutions (PSI) Selections Form

The only students who should submit this form are; in Grade 12 for the 2013/14 school year, expecting to graduate this school year, and applying to a PSI for September 2014 admission. Returning graduates who complete additional courses in the 2013/14 school year may also complete the PSI Selections Form.

Students may make their PSI Selections between **October 7<sup>th</sup>** and **July 15<sup>th</sup>** this school year.

### The following 3 points address the submission deadlines associated with this form:

- **Preliminary** transcript information will be forwarded to BC Electronic PSIs and/or the Ontario Universities Application Centre (OUAC) in early-March if students submit these Section 1 selections by **March 1**. Preliminary transcript information will not include any interim marks for courses in progress. It will only include final marks for completed courses and will list courses students are currently taking.
- **Interim** transcript information will be forwarded to BC Electronic PSIs and/or the OUAC in early-May if students submit these Section 1 selections by **May 1**.
- **Final** transcript information will be forwarded by July 30 to all PSIs selected from Sections 1, 2 and 3 if submitted by **July 15**. This the final deadline for students to complete the PSI Selections Form.
- If students select BC Electronic PSIs and/or OUAC by March 1, 2014, their transcript information will be forwarded automatically for the preliminary transcript file in March, the interim file in May and the final file 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: [TRAX.Data@gov.bc.ca](mailto:TRAX.Data@gov.bc.ca)
- **Note:** Students should not select PSIs from Sections 2 and 3 unless they are actually applying to these institutions. Students may initially submit their Section 1 selections and then submit Section 2 and 3 PSI selections at a later date after they have applied.
- 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/)

**The information on the following pages will help you guide your students through the process.**

## Accessing the Electronic PSI Selections form

Students access the online PSI Selections form from the Student Secure Web at [www.bced.gov.bc.ca/exams/tsw/tsw/student/](http://www.bced.gov.bc.ca/exams/tsw/tsw/student/) . **Schools do not have access to this site.** This is a personal document that requires students to provide authorization for the ministry to release their information to outside institutions.

Note: Students who do not yet have a SSW account will need to create one at the above SSW website prior to gaining access to the PSI Selections form. If students can't access their account because they have forgotten their password or can't access an old email account, please email a list of these student names and their PENs to [TRAX.Data@gov.bc.ca](mailto:TRAX.Data@gov.bc.ca). Temporary passwords will be provided.

**Step 1:** Students log into their account through the *Student Secure Web* and select the link ***“Post Secondary Institution Selections”***



The screenshot shows the Student Secure Web interface. At the top, there is a navigation bar with links for "Ministry Home" and "Government of British Columbia". Below this is a banner for "EdAccess" with the "Ministry of Education" logo. The main content area is titled "Student Secure Web" with the ID "TSW-1017". It features two sections: "TRAX (Transcript and Examinations)" and "General". The TRAX section contains three links: "Provincial Examination Results", "Unofficial Transcript of Grades", and "Post Secondary Institution Selections". The General section contains three links: "Change Password", "Change Email Address", and "Logoff". At the bottom, there is a footer with links for "Top", "Copyright", "Disclaimer", "Privacy", and "Feedback".

• Ministry Home • Government of British Columbia

**EdAccess** Ministry of Education

**Student Secure Web** TSW-1017

TRAX (Transcript and Examinations)

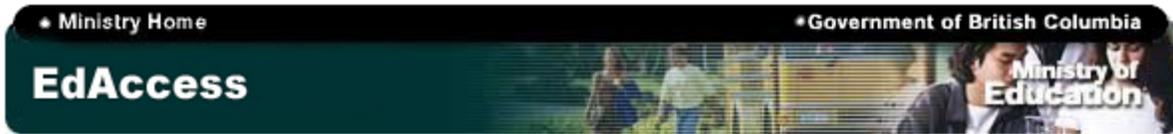
- [Provincial Examination Results](#)
- [Unofficial Transcript of Grades](#)
- [Post Secondary Institution Selections](#)

General

- [Change Password](#)
- [Change Email Address](#)
- [Logoff](#)

•Top •Copyright •Disclaimer •Privacy •Feedback

**Step 2:** Students should **carefully read the “Important Notes”** before clicking the “*Select PSIs*” link.



#### Quick Menu

[Home](#) | [Provincial Results](#) | [Unofficial Transcript](#) | [Post Secondary Institution Selections](#) | [Change Password](#) | [Change Email](#) | [Logoff](#)

## Student Secure Web

TSW-1022

### Post Secondary Institution (PSI) Selections

#### Important Notes:

- Only submit this PSI Selections Form if you are; currently a Grade 12 student for the 2013/14 school year, expecting to graduate this school year, and are applying to a PSI for September 2014 admission.
- In addition to selecting one or both options in Section 1 of the PSI Selections Form, you may submit a **maximum of 6 selections** in Sections 2 and 3.
- If you need transcripts sent to **additional** PSIs at the end of July, submit an online order **after July 1st, 2014** for a fee at: [www.bced.gov.bc.ca/transcript/](http://www.bced.gov.bc.ca/transcript/).
- For your **preliminary** transcript information to be forwarded to BC PSIs and/or the Ontario Universities Application Centre (OUAC) in March, selections must be submitted by **March 1, 2014**.
- For your **interim** transcript information to be forwarded to BC PSIs and/or the Ontario Universities Application Centre (OUAC) in May, selections must be submitted by **May 1, 2014**.
- You must complete all your PSI selections no later than **July 15, 2014**, in order to ensure that your **final** transcript information will be sent to your selected PSIs by July 30, 2014.

#### PSI Selections

- [Select PSI's](#)
- [View PSI Selections](#)

**Step 3:** Section 1 allows students to select all of the BC Electronic PSIs and/or the Ontario University Application Centre. In addition, they may make a total of 6 more selections from Sections 2 and 3.

Once all choices have been selected, students click the **“Next”** button to proceed to the authorization page.

#### Quick Menu

[Home](#) | [Provincial Results](#) | [Unofficial Transcript](#) | [Post Secondary Institution Selections](#) | [Change Password](#) | [Change Email](#) | [Logoff](#)

## POST SECONDARY INSTITUTIONS SELECTIONS FORM

TSW-1020

### Electronic Post Secondary Institutions (PSI)

#### Electronic PSIs Selection

##### Section 1:

- PSIs in this section will receive transcripts electronically from the Ministry.
- These PSIs **cannot** be selected individually in Sections 2 or 3 below.

Forward my transcript to all BC Electronic PSIs:  Yes

[Display list of BC Electronic PSIs](#)

Forward my transcript to all OUAC Electronic PSIs:  Yes

[Display list of OUAC Electronic PSIs](#)

### BC non-Electronic PSIs

##### Section 2:

- Do not select PSIs in Section 2 or 3 unless you are actually applying.
- BC PSIs in this section receive paper transcripts from the Ministry in **late July only**.
- You are permitted a **total of 6 selections** from Sections 2 & 3. Additional selections will not be processed.

**NOTE:** If you can't find the PSI you are looking for, check Sections 1 and 3 on this page and then see your counsellor.

Choose from the list of PSIs on the **left**. Your PSI selections will be displayed on the **right**.

#### Available PSIs

ACADEMY OF LEARNING (VANCOUVER)  
ACADEMY OF LEARNING (VERNON)  
ACADEMY OF LEARNING (VICTORIA)  
ACADEMY OF LEARNING - LANGLEY  
ADVANCE SCHOOL OF HAIR DESIGN (VICTORIA)

#### Selected PSI(s)

### Other Post Secondary Institutions Outside of BC

##### Section 3:

- Do not select PSIs in Section 2 or 3 unless you are actually applying.
- This section contains all PSIs outside BC. Transcripts for these selections will be sent in **late July only**
- You are permitted a **total of 6 selections** from Sections 2 & 3. Additional selections will not be processed.

**NOTE:** If you can't find the PSI you are looking for, check Sections 1 and 2 on this page and then see your counsellor.

Choose from the list of PSIs on the **left**. Your PSI selections will be displayed on the **right**.

#### Filter Available PSIs by Country

All

#### Available PSIs

AB AB DOG GROOMING SCHOOL (LEDUC)  
TX ABILENE CHRISTIAN UNIVERSITY  
AB ACAD OF PROF HAIR DESIGN (RED DEER)  
PA ACAD OF THE NEW CHURCH COLL (BRYN ATHYN)  
NL ACADEMY CANADA (ST JOHN'S)

#### Selected PSI(s)

**Step 4:** Students must confirm and authorize the ministry to forward their information as requested.

• Ministry Home • Government of British Columbia

# EdAccess

Ministry of Education

**Quick Menu**

[Home](#) | [Provincial Results](#) | [Unofficial Transcript](#) | [Post Secondary Institution Selections](#) | [Change Password](#) | [Change Email](#) | [Logoff](#)

## POST SECONDARY INSTITUTIONS (PSI) SELECTIONS - TSW-1021

### CONFIRMATION

**Electronic PSIs Selection**

BC Electronic PSIs selection: Yes

OUAC Electronic PSIs selection: Yes

By checking this box you give the Ministry of Education permission to release your school and exam results to the Post Secondary Institutions indicated.

•Top •Copyright •Disclaimer •Privacy •Feedback

**Step 5:** Students should print off this page as a confirmation of their selections. Alternatively, this page can also be viewed **until July 15** by selecting the “*View PSI Selections*” link on the introduction page (Step 2).



**Quick Menu**

[Home](#) | [Provincial Results](#) | [Unofficial Transcript](#) | [Post Secondary Institution Selections](#) | [Change Password](#) | [Change Email](#) | [Logout](#)

TSW-1015

**Current PSI Selections**

PEN	Date Updated
XXXXXXXXXX	xxxxxxxxxx/xx

PSI Code	Your marks will be forwarded to the following Post Secondary Institutions
888	ONTARIO UNIV. APPLICATION CTR (GUELPH)
999	ALL BC PSIS FROM SECTION 1 OF PSI FORM

In order to have final transcripts transferred at the end of July PSI Choices forms are due at the Ministry by the end of June.

[Home](#)