INSTRUCTIONS ON HOW TO GIVE VIU PERMISSION TO ACCESS STUDENT GRADES

As a current BC student, the fastest, easiest, and preferred method to submit your official high school transcript, or interim high school transcript, is to arrange an XML Transcript.

Please follow the instruction below to send your transcript by this preferred method:

* 1. Click the link below to access the BC transcript and either "Current student" or "Former student" or "Returning user"

[BC Transcript Website](file:///C%3A%5CUsers%5CTanya.Larkin%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CYQTYON4C%5CBC%20Transcript%20Website) [https://www2.gov.bc.ca/gov/content/education-training/k-](https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates) [12/support/transcripts-and-certificates](https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates)

* 1. Create and/or log on to your BCeID.
	2. Select "Send/Order Transcript."
	3. Select "Send your transcript to a university, college(s), or other post-secondary institution." (do not select the electronic PDF option)
	4. Select British Columbia and move Vancouver Island University to "Selected Institutions."
	5. Please keep the *"Send Interim and Final Marks when they become available"* authorization period at the pre-set default of 1 year.
	6. Review your marks and confirm your order.

VIU should receive your transcripts shortly after you place your order. You can confirm VIU has received your transcript the next day by checking the “View Documents” section under “Admissions” of your VIU online student record.

If you are unsure how to arrange the XML transcript, please watch the video link below titled: "How to order and or send a transcript to a Post-Secondary Institution":

[XML Transcript Tutorial Video](https://www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates/help)