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| ***attention: GRADE 12'S***  **PSI SELECTION** |  |

**IF YOU ARE PLANNING TO ATTEND A POST SECONDARY SCHOOL NEXT YEAR,**

**YOU MUST FILL IN A POST SECONDARY CHOICES FORM**

Post-Secondary Choices Form (PSI) is now open. The Ministry assists each graduating student planning to pursue post-secondary education by sending a copy of his/her transcript data to post-secondary education by sending a copy of his/her transcript data to post-secondary institutions indicated on the PSI Choices Form.

\* Students need to authorize the Ministry to transfer these marks.

**Section 1 – Electronic PSI's Selection**

1. Get started by filling in the PSI choices form on-line at the Student Secure Website: <http://www.bced.gov.bc.ca/exams/tsw/tsw/student/welcome>
2. Students can either create an account or log in to an existing account.
3. Under the "Trax (Transcript and Examination)" -> Select: "**Post-Secondary Institution Selections**"
4. Next under PSI Selections -> Choose: "**Select PSI's"**
5. Now check the "YES" box to "Forward my transcript to all BC Electronic PSI's"
6. Confirmation – "Check" the box that gives the Ministry of Education permission to release your school and exam results to the Post-Secondary Institutions indicated.
7. Current PSI Selection – Double check that you selected the correct institutions

***\*Note for most students, you have completed this very important task.***

1. If you applied to an Ontario Institution select "Forward my transcript to all OUAC Electronic PSI's"

**OPTIONAL SELECTIONS**

**Section 2 – Institutions that do not accept electronic PSI's**

1. If you applied to institutions that do not accept electronic PSI's (e.g. Private Institutions). "Add – Selected PSI's"

**Section 3 – Institutions outside of BC**

1. If you applied to institutions outside of BC and Canada, you may be able to find the school in this step. "Add – Selected PSI's"

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.

If a student **can no longer access the email account they provided**, please email student first and last name and their PEN to Student.Certification@gov.bc.ca. Temporary passwords will be provided.