



Ministry of  
Education

## Instructions for Electronic Post Secondary Institutions (PSI) Selections Form

The PSI Selections form is now available in electronic format. The Ministry will no longer be producing, sending or accepting paper copies of the PSI Choices Form.

Students may make their PSI Selections any time between now and the end of June. **Please ensure students are aware that this form is only accessible to June 30 of each school year.**

Students wishing to have their marks forwarded in the early admission transfer to BC Electronic PSIs and the Ontario Universities Application Centre (OUAC) must submit their selections by **April 30**.

Section 1 of the PSI Selections form allows students to select one or both of the BC Electronic PSIs and the Ontario Universities Application Centre. 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.

As with the paper format in previous years, students are not able to delete their selections once they have been submitted to the ministry. Therefore, it is important that students choose carefully before submitting their selections. Students who use all their selections and then change their minds will be required to complete a *Transcript Request Form* and pay for any additional PSI selections.

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

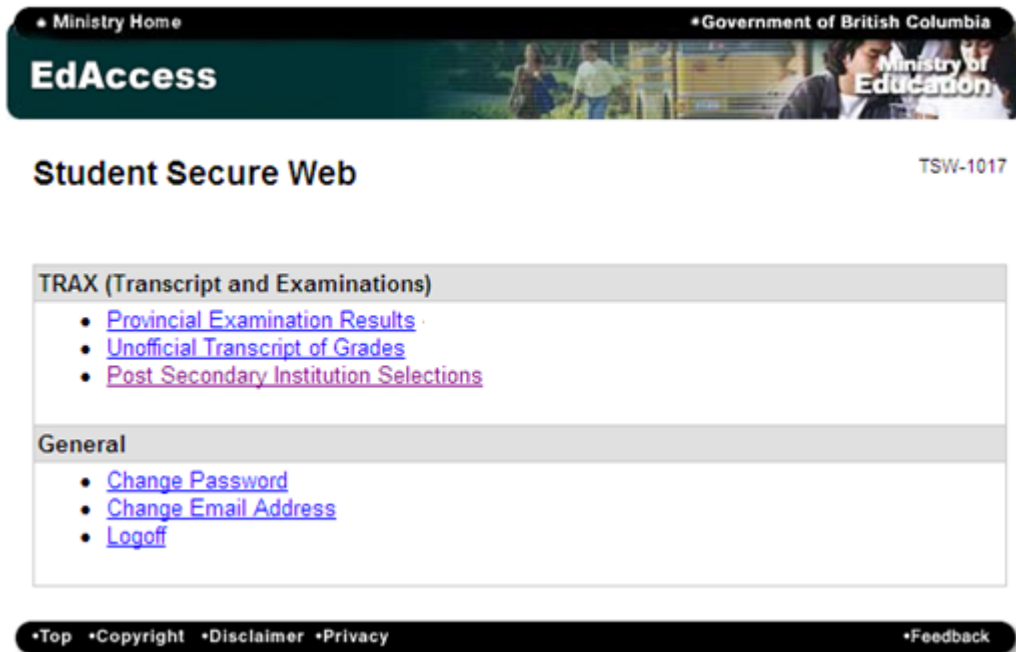
The school secure website is:

**<https://www.bced.gov.bc.ca/exams/tsw/tsw/student/welcome.jsp>**

## Accessing the Electronic PSI Selections form

Students access the electronic PSI Selections form from the Student Secure Web. **Schools do not have access to this site.** This is a personal document which requires students to provide authorization for the ministry to release their information to outside institutions.

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



The screenshot shows the EdAccess Student Secure Web interface. At the top, there is a navigation bar with "Ministry Home" on the left and "Government of British Columbia" on the right. 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 "Top", "Copyright", "Disclaimer", "Privacy", and "Feedback" links.

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**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](#)

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



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## Student Secure Web

TSW-1022

### Post Secondary Institution (PSI) Selections

**Important Notes:**

- Only submit this PSI Selections Form if you expect to graduate this year **and** are applying to a PSI.
- 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.
- Requests to send transcripts to additional PSIs can be made for a fee by completing a [Transcript Request Form](#).
- 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 **April 30**.
- You must complete your PSI selections by **June 30** in order to ensure that your **final** transcript information will be submitted to your selected PSIs by July 31.

**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 hit the “*Next*” button to proceed to the authorization page.

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## EdAccess

Ministry of Education

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### POST SECONDARY INSTITUTIONS SELECTIONS FORM

**Electronic Post Secondary Institutions (PSI)**

**Electronic PSIs Selection**

**Section 1:** PSIs in this section have chosen to 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:** BC PSIs in this section have chosen to receive paper copy transcripts from the ministry.

- 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 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		Selected PSI(s)
<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">ACAD OF CLASSICAL ORIENTAL SCI (NELSON) ACADEMY OF EXCELLENCE (VICTORIA) ACADEMY OF LEARNING (BURNABY) ACADEMY OF LEARNING (KAMLOOPS) ACADEMY OF LEARNING (MAPLE RIDGE)</div>	<input type="button" value="Add &gt;"/> <input type="button" value="&lt; Remove"/>	<div style="border: 1px solid #ccc; height: 40px;"></div>

**Other Post Secondary Institutions Outside of BC**

**Section 3:** This section contains all PSIs outside of BC.

- 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 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		Selected PSI(s)
<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">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)</div>	<input type="button" value="Add &gt;"/> <input type="button" value="&lt; Remove"/>	<div style="border: 1px solid #ccc; height: 40px;"></div>

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

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## 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.

Confirm

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



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**Current PSI Selections**

PEN	Date Updated
XXXXXXXXXX	xxxxxxxx/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.

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