

# PSI Selections Form



**What is it?** It's an electronic form that allows your marks to be sent to universities & colleges of your choice so you can be admitted.

**Why complete it?** Without it, your school cannot assess your application and you may not be admitted.

**Before you begin** – you will need your Personal Education Number (PEN). You can get this from your report card, the Main Office, your Counsellor, or Ms. O'Hara in the Career Centre.

## How to complete the PSI Form:

1. Go to <http://www.bced.gov.bc.ca/exams/>
2. Select Student Secure Web
3. Log in to your account OR create an account
4. Under TRAX, select Post Secondary Institution Selections
5. READ the Important Notice
6. Select your PSIs
7. Carefully READ and COMPLETE all 3 Sections

Student Secure Web



Get your  
Exam Results

**In Section 1**, click the links to find BC and Ontario PSIs accepting transcripts electronically.

- a) Select the 1<sup>st</sup> box (**BC electronic**) if you are applying to one of the BC schools listed
- b) Select the 2<sup>nd</sup> box if you are applying to one of the "OUAC" (**Ontario electronic**) schools listed

8. You are permitted a **total of 6 selections** in Sections 2 & 3.
- In Section 2**, select BC PSIs requiring a paper copy of transcripts.
- In Section 3**, select all PSIs outside of British Columbia
- c) Select **up to 6** additional schools, highlight each and **"Add"**
  - d) Scroll down & click **"Next"** at bottom-right of the screen.
  - e) Check box to give permission to release your grades, then **"Confirm"**.
  - f) Check the Current PSI Selections you have made. If these are correct, click **"Home"**. Then **"Logoff"**.

You can re-enter the website at any time to view or change your selections.



### **DON'T HAVE A MINISTRY OF EDUCATION ACCOUNT?**

You can create one—you need:

- your first & last legal names (not nicknames!)
- your PEN
- your birth date
- a password
- at least one valid email address (2 are better).



### **HAVE AN ACCOUNT BUT FORGOT YOUR PASSWORD?**

Click on “forgotten your password” on login page & they will instantly email it to you.

### **CAN'T REMEMBER THE EMAIL ADDRESS YOU GAVE? OR YOU GAVE AN EMAIL ADDRESS THAT'S NO LONGER VALID?**

- Go to the first page (Create an account / Login to your account) & click on helpful hints.
- From this page, you can select [Password Reset](#) (top right); then choose “[your password reset](#)”.
- Fill in the form; a representative will phone you at the number you provide within 1 business day to give you a new password.