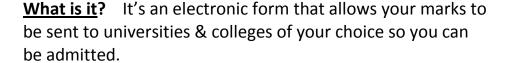
## **PSI Selections Form**





<u>Why complete it</u>? Without it, your school cannot assess your application and you may not be admitted.

<u>Before you begin</u> – 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

**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 <u>legal</u> 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 OR YOU GAVE AN EMAIL ADDRESS THAT'S NO LONGER VALID?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.