Using STAFF.EDU.PE.CA

A helpful user guide

What's the solution...

- One place to navigate and/or search information
 - Solutions on hardware, software, and step-by-step guides
 - PSB policies
 - PSB forms
- Use you own username and password
- Less reliance on paper, email attachments, or outdated personal files
- Search and review resources on any device

Getting Started

It's so simple....

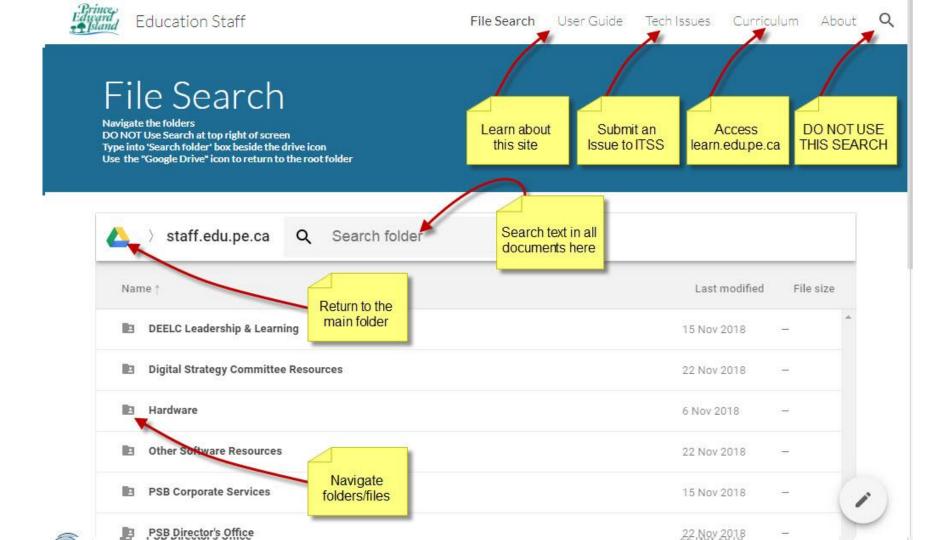
→ Go to staff.edu.pe.ca

Using Chrome on a PC or phone is best.

Login with your own credentials <u>youruserid@cloud.edu.pe.ca</u> and your network password

→ Navigate or Search

Click the folders or enter search keywords. Once in a document, use CRTL+F to find a word



Some sample searches to try...

- 822 : This brings up information about Epson 822 model projectors
- **Twist** : This finds training information for property services
- Ricoh : This finds documents related to new photocopiers
- Infectious : A link to PSB student travel procedure
- **UD30** : Find out more about how the UD30 field in Trevlac is used.
- **Transcript** : Data guidelines and printing transcripts
- 601 : Exposes the PSB Tobacco and Smoke Free Environments policy
- **comment length:** limits for comment length on various report cards.
- "does not correspond to a user account" : entered application errors or other text in quotes to see if we have a solution
- **"operand type mismatch" :** returns a document that contains solutions to Trevlac error messages



For software error codes, try searching a portion or exact text of the error and place in quotes

Known Solutions...

- **Slow Search** : Good things take time, but if you think the search is taking too long, click the drive icon to start again.
- Trouble Getting to the Site : If you receive a 404 error, please logout of all google accounts and enter staff.edu.pe.ca again into the address bar of Chrome. You will be prompted to login. Please use your @cloud.edu.pe.ca account.

We hope you like it! Send feedback via the about

page!