
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 your 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- Less reliance on paper, email attachments, or outdated personal files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**
youruserid@cloud.edu.pe.ca and your
network password
- **Navigate or Search**
Click the folders or enter search
keywords. Once in a document, use
CTRL+F to find a word

File Search

Navigate the folders
DO NOT Use Search at top right of screen
Type into 'Search folder' box beside the drive icon
Use the "Google Drive" icon to return to the root folder

Learn about this site

Submit an Issue to ITSS

Access learn.edu.pe.ca

DO NOT USE THIS SEARCH

staff.edu.pe.ca Search folder

Search text in all documents here

Name ↑	Last modified	File size
DEELC Leadership & Learning	15 Nov 2018	—
Digital Strategy Committee Resources	22 Nov 2018	—
Hardware	6 Nov 2018	—
Other Software Resources	22 Nov 2018	—
PSB Corporate Services	15 Nov 2018	—
PSB Director's Office	22 Nov 2018	—

Return to the main folder

Navigate folders/files

Annotations: Red arrows point from the yellow callout boxes to the Google Drive logo, the search bar, the 'Hardware' folder, and the 'Search folder' text.

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



Tips

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.

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We hope you like it! Send
feedback via the about
page!