

Helpful Hints for Students - PEHS “Cheat Sheet”

1. Media Center

- To use the Media Center during your study hall, you must sign up online.
- Go to PEHS home page: <http://pehs.psd202.org/> and select “Resources” to find the SignUpGenius link or you can scan the QR code to the right.
- You may only sign up for 1 day at a time, 1 time per day. If you have not signed up for the day's study hall on-line, you may not come to the Media Center for study hall. Go directly to the Media Center if you are signed up and arrive before the bell. Do not go to your study hall first.
- The Media Center is also open most days before and after school – you do not need a pass to go then.



2. Testing Center – Room 327

- Your teacher may place a test/quiz or retake for you in the Testing Center during your study hall period.
- You do not need a pass, but you need to bring your ID. Do not go to your study hall first. You must be there before the bell.

3. Teacher websites

- Go to PEHS home page: <http://pehs.psd202.org/>
- Click on “Staff” and then “Teacher Pages.”
- Teachers are alphabetized by first names. You may also search for your teacher.

4. Home Access Center

- Go to PEHS home page: <http://pehs.psd202.org/>
- Under “Quick Links” select “Home Access Center” and sign in
 - Username: Your ID Number
 - Password: The same password you use for the computer

5. To check your school email (your email is your ID number @psd202.org)

- Go to PEHS home page: <http://pehs.psd202.org/>
- Under “Quick Links” select “Office 365 Login” and sign in
 - Username: Your ID Number@psd202.org
 - Password: The same password you use for the computer
- Select the “Mail” icon
- You can also use the Outlook app on your phone
- Check this email frequently as teachers and counselors will send emails throughout the year to this email address.

6. To download Microsoft Office or use the online versions of Office

- Go to PEHS home page: <http://pehs.psd202.org/>
- Under “Quick Links” select “Office 365 Login” and sign in
 - Username: Your ID Number@psd202.org
 - Password: The same password you use for the computer
- To download click the button on the upper right hand corner (you can download on up to 5 computers)
- To use the online versions, select the icon for the product you wish to use

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