

# PEI Parent's Guide to Using the PowerSchool Portal & App

## Public Portal Address

<https://pei.powerschool.com/>

## Portal Usernames and Passwords

- You should use the portal at [pei.powerschool.com](https://pei.powerschool.com/) to reset your password. Password resets may be more difficult from a phone or the app.
- Your usernames for the portal and app is the **email address** you provided to the school.
- Schools cannot reset passwords for parents. You can reset your password at any time by visiting <https://pei.powerschool.com/> and clicking the [Forgot Username or Password?](#) link.
- You will receive an email with a link to reset your password. You may need to check your spam folder.

## Student Username and Passwords

- Student usernames and passwords are the same as the Google login credentials. The portal username is the portion of your email address before @cloud.edu.pe.ca. Students **cannot** use the forgot password link. If you are having trouble with your login, please contact the school office.

## Grades and Attendance

- The grades and attendance page at [pei.powerschool.com](https://pei.powerschool.com) is the default page for the portal. Click the **[i]** link or grade below the columns marked (E1, II1, Q1, S1) once your school has turned on access to Assignments and Scores.
- You may also see a current final grade once your school has enabled the setting.
- In addition to the assignment name and mark, there is also a small icon which will indicate any outcomes tied to the assignment.
- The **Exp** is known as the expression which is the period(s) and day(s) when that course meets or in other words, the student's schedule for that section. 1(A,C) means that the course meets in period 1 on day 1 and 3. You might also see these period/day indicators displayed in other places such as emails.

## Understanding Grade Codes

- The column headers of E1, E2, E3, I1, I2, I3, Q1, Q2, Q3, Q4, S1, S2 are the timeframes for the school year. The table below explains the various codes and what each represents.

Code	Timeframe
E1	Cumulative progress mark from September to late Fall for K-6 classes
E2	Cumulative progress mark from September to Spring for K-6 classes
E3	Cumulative final mark from September to end of year for K-6 classes
I1	Cumulative progress mark from September to late Fall for 7-9 classes
I2	Cumulative progress mark from September to Spring for 7-9 classes
I3	Cumulative final mark from September to end of year for 7-9 classes, or third report for select 7-9 schools
I4	Cumulative final mark for select 7-9 schools that report 4 times per year.
Q1	Cumulative progress mark from September to November for semestered and all year high school courses
Q2	Cumulative progress mark from September to February for all year High School Courses
Q3	Cumulative progress mark from September to April for all year courses and from February to mid April for semestered high school courses
Q4	Cumulative progress mark from September to June for all year high school courses
S1	Cumulative final mark for Semester 1 - September to February
S2	Cumulative final mark for Semester 2 - February to June

## Accessing Information via PowerSchool app

- In addition to accessing the portal, parents can use the PowerSchool app available for [iOS](#) and [Android](#).
- Parents **login username is the parent email address** and the **password** is the same as what you use to login to <https://pei.powerschool.com/public>
- Notifications can also be enabled so that you are alerted when new information such as an absence is entered by the school. Once logged into the app, select More > Account > Notifications.
- When you first use the PowerSchool app, you will need to enter the following district code: **CTZP**

**District Code**

CTZP

## Interpreting Period Information

In some places in the portal, email notifications, and app, you may see codes like 1(A,C). The portion in front of the parentheses indicates the period and within parentheses is the day(s). In this example, the course meets in period 1 on days 1 and 3.

## Portal is Off

Sometimes schools turn the portal and application off and you might see a message similar to the one below. The portal may be turned off temporarily during reporting periods and scheduling setups.

