

Student Account Creation

To request an account for a student new to PEI or for a student transferring from one PEI school to another go to http://www.edu.pe.ca/forms/student_application.asp

Department of Education Technology Support - Microsoft Internet E...

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Address http://www.edu.pe.ca/forms/test/Student_application.asp Go Links

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Network/Email Account Application for Students

Username:

Password:

If you lose your username and password, please contact the Service Center at 368-3600

Password is **Case Sensitive**

<http://support.edu.pe.ca>

Internet

Login using the username **teacher** and password of **90school12**

Upon successful login, the Provincial ID validation page will load.

This page will validate the Provincial ID being used to create a new account or transfer an existing one. The name and email address of the person requesting the account will be kept throughout the browser session thus they will not be required to re-enter this information.

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Network/Email Account Application for Students

This field will verify;

- if the account request is a current student in another PEI school;
- if the account is a new account to the PEI School system;
- or verify that there are no pending requests in the queue.

If you click Validate and receive information on a student other than for whom you are creating an account do the following:

- ensure that you have entered the correct Provincial ID. You might wish to double check Trevlac for this data.
- if you are certain you have entered the correct Provincial ID and still receive another student's information then this may be a case of duplicate Provincial ID's. This is possible as there are some duplicate Provincial ID's in the system. Contact your school Trevlac administrator to obtain a new Provincial ID for this student. Your school Trevlac Administrator should contact the school board to ensure this change is made in all data related to the student.

Name Of Person Requesting Account:

Email Of Person Requesting Account:

Provincial ID of the student for whom you are requesting the account.

Provincial ID:

(X9999999 obtained from PEI screen in Trevlac)

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<http://support.edu.pe.ca>

Internet

Student who is New to PEI

If this is not a transferring student or no duplicate Provincial ID exists, you will see this screen:

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Network/Email Account Application for Students

This Provincial ID is considered new to this system. This student is recognized as a new user. An account for this student does not exist. Please continue.

The information provided in this form must be taken from the student's Trevlac record. All fields must be completed or the account cannot be created. Once the student's account is created, an email message containing the account information will be sent to the person requesting the account, the Site Technical Contact, and the school's Trevlac Administrator.

Provincial ID: **A1111755**

First Name:

Initial:

Last Name:

Student Number:

School:

Grade:

Home Room:

Name Of Person Requesting Account:

Email Of Person Requesting Account:

<http://support.edu.pe.ca>

<http://www.edu.pe.ca/licenses/> Internet

Verify the student's information on this page. Click "Go back to account Request Form" if you need to make a change to the information. Click "Send request to Service Centre" if the information is correct.

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Network/Email Account Application for Students

ATTENTION Service Center

I **(Jane Doe)** request an account be created for this student based on the information below.

Provincial ID: **A1111755**
First Name: **John**
Initial: **W**
Last Name: **Wayne**
School: **Alberton Elementary School**
Student Number: **123-4567**
Grade: **1**
Home Room: **1a**

When this work is complete, please email me **(Jane Doe)**.
My email address is **(Janedoe@edu.pe.ca)**

No, this information in not correct.

I verify the above information is correct.

<http://support.edu.pe.ca>

Done Internet

Transfer Student OR Duplicate Provincial ID Screen

If you are submitting an application for a student who is transferring please ensure all fields are completed and double check that all information on the screen is correct. If the information you see on the screen does not match the student whose account you are creating, please return to the previous screen and ensure that you have entered the correct Provincial ID. If necessary review the information on that screen concerning duplicate Provincial ID numbers.

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Address <http://www.edu.pe.ca/forms/test/transfer.asp>

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Network/Email Account Application for Students

This provincial ID already exist. Below is the information for the student to which this Provincial ID is assigned. If the first and last name matches that of the student for whom this request is being made, then fill out the form with this student's new information. If this information does not match then do not proceed. Do not request changes to another student's account. Please go back and ensure that you have entered the correct Provincial ID.

This form is to provide for the creation of student accounts in schools running Trevlac. The information provided in this form must be taken from the student's Trevlac record. All fields must be completed or the account cannot be created. Once the student's account is created, an email message containing the account information will be sent to the person requesting the account, the Site Technical Contact, and the school's Trevlac Administrator.

Provincial ID: **A1111122**
Username: **macisaacp01**
Email Address: **macisaacp01@netmail.edu.pe.ca**
Given Names: **Lana P**
Last Name: **Maclsaac**
Previous School: **Bloomfield Elementary School**
and being transferred to school below.
Current School:
**If this is a returning student choose the school they are returning to.*
Student Number:
Grade:
Home Room:
Name Of Person Requesting Account:
Email Of Person Requesting Account:

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<http://support.edu.pe.ca>

Internet

Verify the student's information on this page. Click "Go back to account Request Form" if you need to make a change to the information. Click "Send request to Service Centre" if the information is correct.

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Network/Email Account Application for Students

ATTENTION Service Center

I (**Jane Doe**) request a transfer for the following student who's info I have provided below.

Provincial ID: **A1111122**
Username: **macisaacp01**
Email Address: **macisaacp01@netmail.edu.pe.ca**
Given Names: **Lana P**
Last Name: **Maclsaac**
Previous School: **Bloomfield Elementary School**
New School: **Alberton Elementary School**
Student Number: **314-6876**
Grade: **10**
Home Room: **10A**

When this work is complete, please email me (**Jane Doe**).
My email address is (**Janedoe@edu.pe.ca**)

No, this information is not correct.

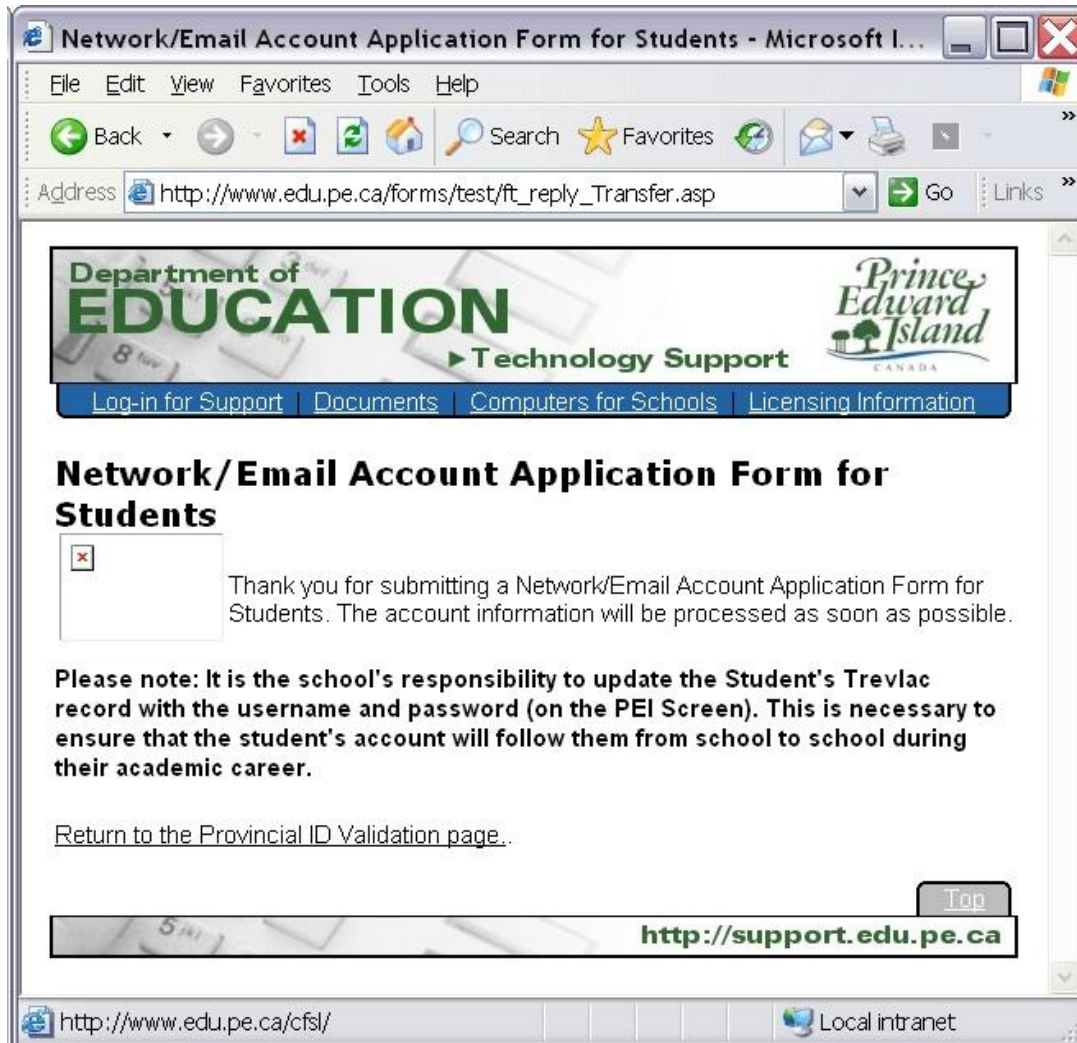
I verify the above information is correct.

<http://support.edu.pe.ca>

<http://www.edu.pe.ca/cfs/> Internet

Confirmation of A Successful Account Application Submission

Once the student's account is created, an email message containing the account information will be sent to the person requesting the account, the Site Technical Contact, and the school's Trevlac Administrator.



The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Network/Email Account Application Form for Students - Microsoft I...". The address bar contains the URL "http://www.edu.pe.ca/forms/test/ft_reply_Transfer.asp". The page content includes the Department of Education logo and "Technology Support" text. A navigation bar has links for "Log-in for Support", "Documents", "Computers for Schools", and "Licensing Information". The main heading is "Network/Email Account Application Form for Students". Below it is a confirmation message: "Thank you for submitting a Network/Email Account Application Form for Students. The account information will be processed as soon as possible." A note states: "Please note: It is the school's responsibility to update the Student's Trevlac record with the username and password (on the PEI Screen). This is necessary to ensure that the student's account will follow them from school to school during their academic career." A link "Return to the Provincial ID Validation page.." is provided. A "Top" button and the URL "http://support.edu.pe.ca" are at the bottom. The status bar shows "http://www.edu.pe.ca/cfsl/" and "Local intranet".

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Network/Email Account Application Form for Students

Thank you for submitting a Network/Email Account Application Form for Students. The account information will be processed as soon as possible.

Please note: It is the school's responsibility to update the Student's Trevlac record with the username and password (on the PEI Screen). This is necessary to ensure that the student's account will follow them from school to school during their academic career.

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<http://www.edu.pe.ca/cfsl/> Local intranet