

PSI School Reports Portal Tutorial



School Reports Portal is now available!

We are thrilled about this new addition for school reports!

Please use the following slides to learn how to navigate the PSI School Reports Portal.

*psi | School Portal

Confirm Account

Email Address

Password

Confirm Password

Your password must contain:

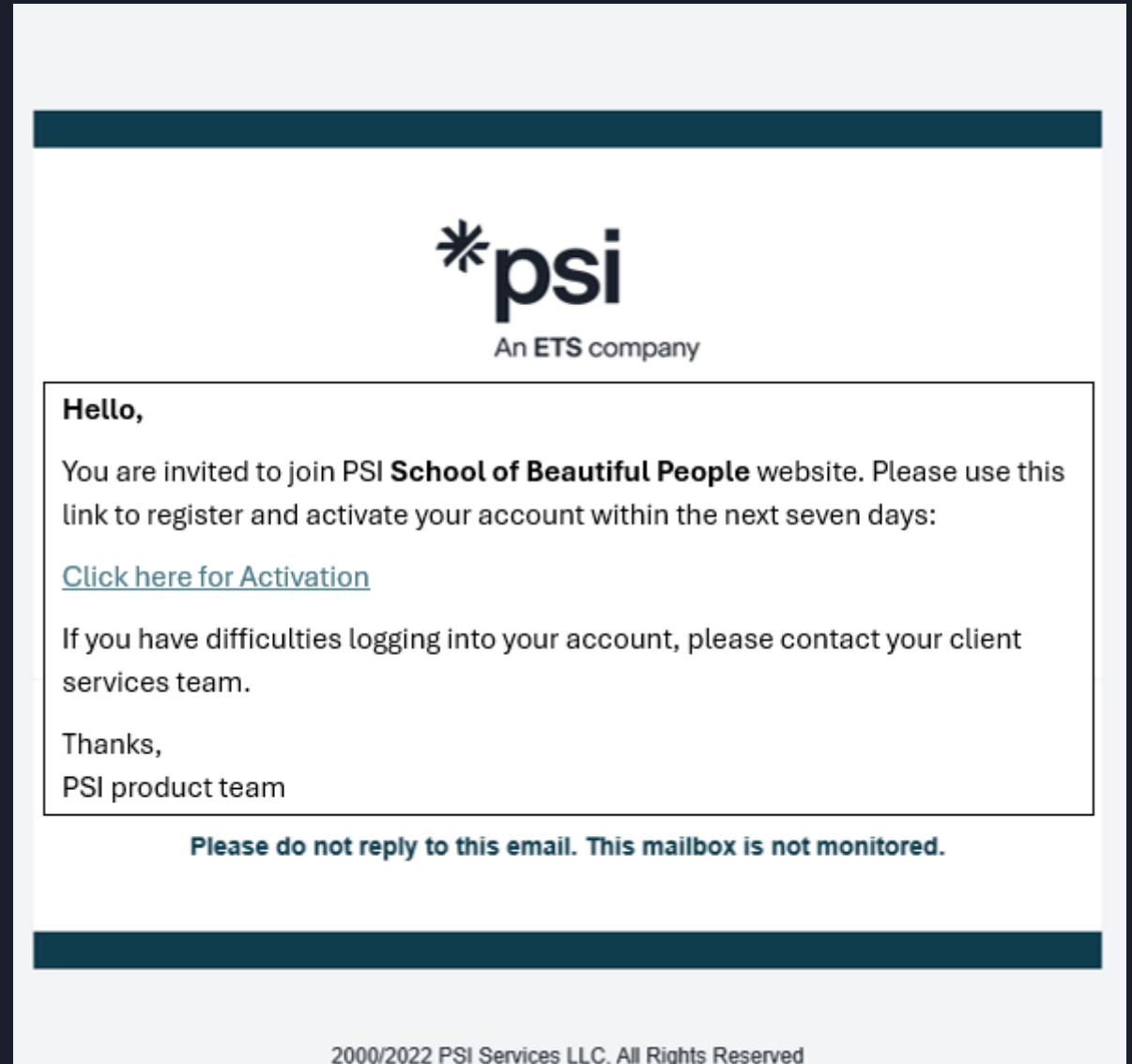
- ✗ At least one capital letter A-Z
- ✗ At least one lower case letter a-z
- ✗ At least one number 0-9
- ✗ At least one special character !@#/\$%^&*
- ✗ At least 10 and up to 64 characters

CONFIRM [Already have an account? Sign in](#)



Once your Portal access has been granted, you will receive an email like the one pictured here.

Please click the link in the email to activate your account.



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!@#/\$%^&*
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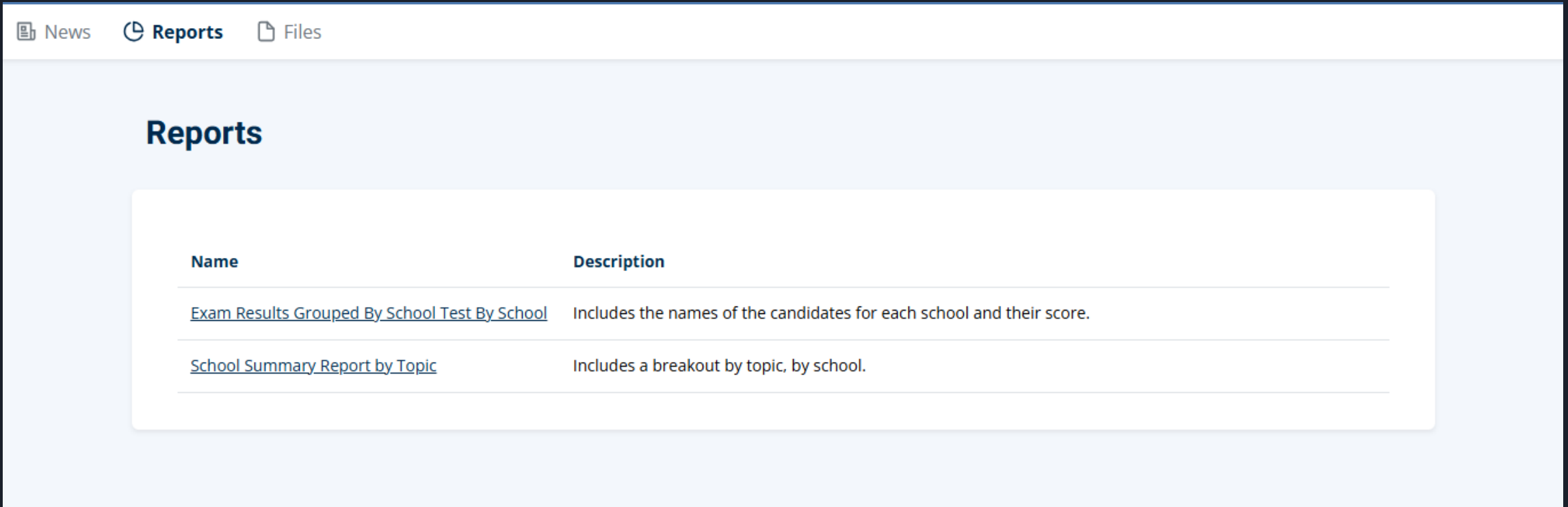
CONFIRM

[Already have an account? Sign in](#)

The activation link will direct you to this page.

Here you will confirm your email address and set a password of your choice.

Once you have created your password, you will then have access to your school reports, as shown below.



News Reports Files

Reports

Name	Description
Exam Results Grouped By School Test By School	Includes the names of the candidates for each school and their score.
School Summary Report by Topic	Includes a breakout by topic, by school.

For each school report, you will have the option to select start and end dates, exams, and specific portions. You can then choose the desired format for the report—Excel, PDF, CSV, or HTML—as illustrated below.

Reports

Exam Results Grouped By School Test By School

[BACK TO REPORTS](#)


Start Date



End Date



Exams

Select a value for Start Date, End Date
 EXCEL

Portions

Select a value for Start Date, End Date, Exams

View Type


 PDF

 CSV

 HTML

Thank you.

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