

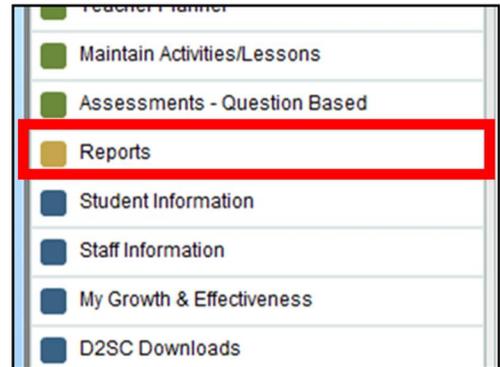
PCG Terms

Teacher ID – Username used to login to account. The ID consists of the district LEA number (4 digits) and the teacher number used in scheduling (4 digits).

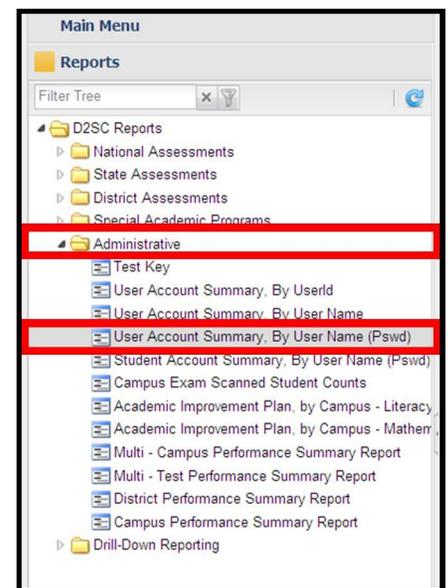
Password – Same as Teacher ID until changed upon initial login.



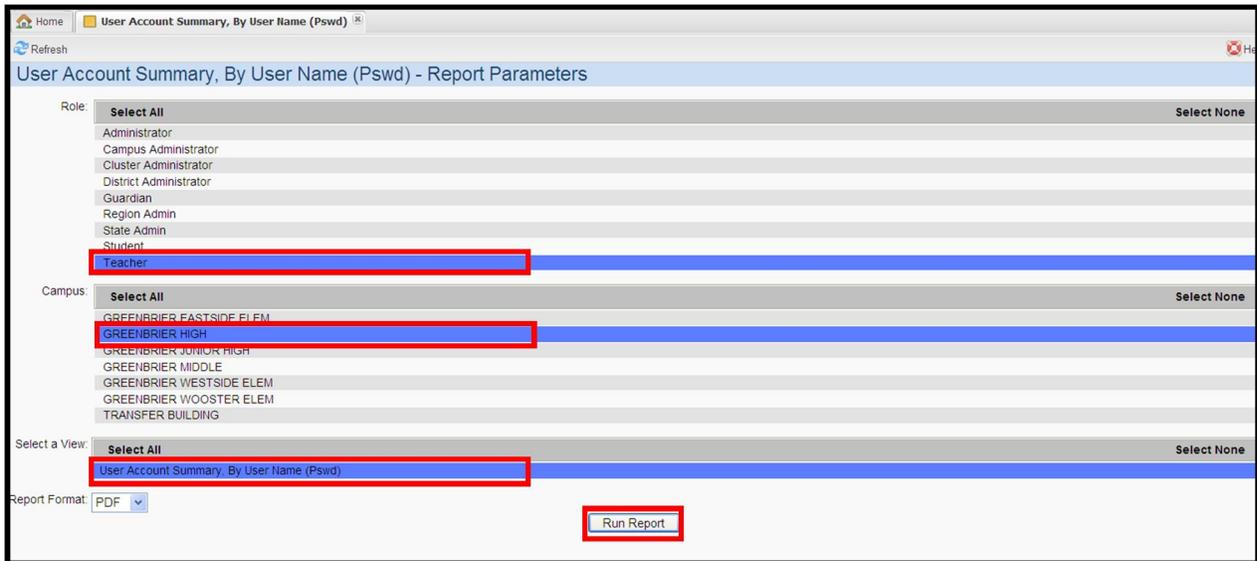
Click the **Reports** button on the Main Menu.



Choose **Administrative, User Account Summary, By User Name (Pswd)**



Choose **Role (Teacher)**, **Building (appropriate high school)**, **User Account Summary, By User Name (Pswd)**, and Click **Run Report** button at bottom of window.



When the list appears, click the **Printer** button to print the list.

