

**Senior Survey**  
**Must be completed by all seniors**

**Instructions for Completing the Senior Survey**

*Students will be completing the survey via their Office 365 account (every student in PSC has their own account).*

1. Students **must** log onto the school computer with their username and password.
2. Students should log onto the internet using either Google Chrome or Firefox.
3. Students will go to the following web address: <http://tinyurl.com/pcssenior>.
4. They will be taken to the Office 365 login page.
5. If they have never logged into their 365 account, they will need to enter their email address which is [their R2.D2 number @pcsb.org](#) (including the period).
6. After they enter the email, they will click in the password box but will not enter a password at that time.
7. They will be redirected to a pop-up and students will enter their R2.D2 (but **not** @pcsb.org) and the password will be the same as Focus (s. last 8 digits of their local ID).
8. Once they have successfully logged in, they will be taken to the survey.
9. Once they have completed the survey, their answer will be recorded.