

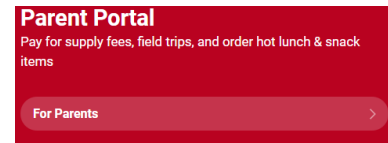
Parent Portal 101

What is Parent Portal?

All schools in Wolf Creek Public School Division use parent portal. It is an online tool for parents to view their student demographics, attendance, registration, and fees for school supplies, hot lunches, field trips, milk orders & more. All parents should set-up their parent portal accounts so that all student information & registration is up to date, school supply fees can be paid and field trips, hot lunch & milk orders can be made.

How do I set-up my parent portal account?

1) You can click on the link on our website →



2) OR, you can go to the link directly @ ps.wolfcreek.ab.ca

If you are using a smartphone/tablet, you must type the link into your internet browser

3) Once at this screen, please click **Create Account**

A screenshot of the PowerSchool website's sign-in page. The header is dark blue with the PowerSchool logo. Below the header, there are two tabs: "Sign In" and "Create Account". The "Create Account" tab is selected. There are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". At the bottom right of the form is a "Sign In" button.

You will choose your own username & password. The system will ask you to type in your student's name, and asks for an Access ID and Password.

*** To obtain your student's Access ID and Password, please call or stop by the office ***

How do I pay for school activities/order hot lunch & snack items?

- 1) On the left side of the screen, you will see a Navigation list. Click on **Student Fees**.
- 2) Across the top - click on each of your student's tab to see student supply fees and any available orders for hot lunch, milk & field trips. You can select items to pay by clicking **Add to Cart**.
- 3) Once you have made your selections, click **Checkout** at the top of the screen. You will see a Payment Details screen where you can pay by Credit Card OR Interac Debit Card. Receipts will be emailed upon payment completion.

Need Assistance?

Please do not hesitate to contact our Administrative Assistants if you need a hand 😊