

PowerSchool Parent Portal Account Set Up Instructions

You will need your child's/children's PowerSchool ID & Password. Contact Marsha or Jacquie at the Bentley School for this information 403-748-3770. If you have this information, proceed to step 1.

1. Access the PowerSchool Parent Portal from the Bentley School Website

<http://bentley.wolfcreek.ab.ca>

2. Under the Online Services, click on the **Parent Portal** icon



3. Click on the **Create Account** tab and fill in your parent information. Remember your username and password. You will use your username and password to access Parent Portal from now on.

Create Parent Account

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must: -Be at least 6 characters long

4. Enter your child's/children's information. You can enter up to 7 children. Use the ID & passwords that are on the attached sheets. Once an account has been created, the sheets given by the school are no longer required, please shred.

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1	
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose <input type="checkbox"/>

5. Once all your children's information is entered, click on **Enter** at the bottom of the screen. Your account has been created!

6. If you have more than one child, a tab at the top of the screen will indicate each child's name. Click on the individual tab to view each child's academic progress and attendance. Anything in **blue** (marks & attendance) is a link that can be clicked on, it will take you into a more detailed report. The teacher's names are also in blue, click on a name and you can email them directly.

If you have any further questions with respect to accessing Parent Portal, please call the office 403-748-3770.