

PowerSchool Parent Portal Account Set Up Instructions

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

1. Access PowerSchool Parent Portal from the Bentley School Website

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

2. Scroll below the newsfeeds and click on the **PowerSchool & Online Payment** 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.

A form titled "Create Parent Account" with the following fields: First Name, Last Name, Email, Desired Username, Password, and Re-enter Password. Below the fields is a note: "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 were provided by the school. Once an account has been created, the sheets given by the school is no longer required, please shred.

A form titled "Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account". It includes a tab labeled "1" and the following fields: Student Name, Access ID, Access Password, and Relationship (a dropdown menu with "-- Choose" and a checkmark icon).

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, attendance and fees. 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.