

# Parent Portal—Single Sign-On Instructions (for Parents)

PowerSchool's Parent Portal is a tool integrated into the PowerSchool Student Information System (SIS) specifically developed for parents and guardians. In previous versions of the application there was a separate login and password for each student requiring a parent to login in multiple times if they had more than one student attending any school in Wolf Creek. This version of PowerSchool introduces the new **Parent Single Sign-On** feature of the application.

Parent Single Sign-On offers a number of benefits, including:

- access to multiple students with one login
- a personalized account for each parent and guardian
- the ability for parents/guardians to retrieve their own login information

1. Log in to PowerSchool Parent Portal - Click on Create Account

<https://ps.wolfcreek.ab.ca/public/home.html>

2. In order to create an account, you must have the Access ID and Password for at least one student enrolled in any WCPS school. If you do not have this information, contact the Admin Assistant at your child's school for your Access ID and Password. When adding additional students, you will need the Access ID and Password for EACH student you want to associate to your parent/guardian account.

3. Enter your parent info and at least one student account info. Click Enter.

4. If you have created your log in successfully, you will get this screen below. Use the username and password you just created to sign in.

PowerSchool

Parent Sign In

Username  
Password

Having trouble signing in?

Sign In

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

Create Parent Account

First Name Papa  
Last Name Smurf  
Email papa.smurf@hotmail.com  
Desired Username Papa Smurf  
Password ..... Better  
Re-enter Password .....

Password must:  
• Be at least 6 characters long

Link Students to Account

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

Student Name	Access ID	Access Password	Relationship
1. Baby Smurf	VWY	...	Father
2.			-- Choose
3.			-- Choose
4.			-- Choose
5.			-- Choose
6.			-- Choose
7.			-- Choose

Enter

PowerSchool

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

Parent Sign In

Username  
Papa Smurf  
Password  
.....

Having trouble signing in?

Sign In

- Once you are logged in with one student, you can now add additional students to your account, if you have the Access ID and Access Password from that's student's school.
- Click on Account Preferences at the bottom of the left side panel.
- On the Profile tab, you can edit your Username or Password (the yellow pencils)

**Account Preferences - Profile**

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name: Papa  
 Last Name: Smurf  
 Email: papa.smurf@hotmail.com  
 Select Language: Select a Language  
 Username: Papa Smurf  
 Current Password: \*\*\*\*\*

Cancel Save

- On the Students tab, you can add additional students to your account (using the individual Access ID and Access Password)

**Account Preferences - Students**

To add a student to your Parent account, click the ADD button.

My Students Add +  
 Baby Smurf

**Add Student**

Student Name	Access ID	Access Password	Relationship
Junior Smurf	FXT	*****	Father

Cancel Submit

**Account Preferences - Students**

To add a student to your Parent account, click the ADD button.

Changes Saved

My Students Add +  
 Baby Smurf  
 Junior Smurf

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- Student Fees
- My Calendars
- School Information
- Account Preferences

- You can switch between students by clicking on the names in the blue banner.
- Note: you cannot drop a student from your account without help from the PS administrator at your child's school.
- When finished working in PowerSchool Parent Portal, it is important to log out of the application using the Sign out button in the top right corner of the screen.
- If you have any questions, please contact the Admin Assistant at your child's school.

**PowerSchool**

Baby Junior

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Welcome, **Papa Smurf** | Help | **Sign Out**