


## Parent Portal – Alert Preferences

Our school uses Power Announcements to send out notices regarding absence attendance alerts, online payment information, and other important school updates and announcements. If you would like to change the contact method options for Power Announcements, you can do so through your parent portal.

1) Login to your **Parent Portal**.

- <https://ps.wolfcreek.ab.ca/public/home.html>
- OR you can use the link on our website: clicking on the 'waffle'  in the top right hand corner and then choose Parent Portal.

2) On the left hand **Alerting** menu, click **SwiftReach/SwiftK12**

3) On the top right hand bar, click **Alert Preferences**

4) You can select or unselect the contact methods for **Attendance** and **General Information** alerts. It is highly recommended that you do have at least one contact option selected for safety reasons regarding unexcused student absences, as well as for important information shared occasionally each month

\*Please note that you cannot change the phone numbers or email addresses connected to these contacts; please contact the office to update any contact information\*

### **Need Assistance?**

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

403-783-4411