


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 students' fees for school supplies, hot lunches, field trips, milk orders and more. All parents should set-up their parent portal accounts so that 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 by clicking on the  'waffle' in the top right hand corner and then choose Parent Portal.

OR you can go to the link directly: <https://ps.wolfcreek.ab.ca/public/home.html>

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

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



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. * These were mailed to all enrolled students in June, 2017. If you do not have this information, please stop by the office *

How do I pay for school activities?

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 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.

403-783-4411