

March 20, 2018

Dear Parents, Guardians and Caregivers:

Booking an interview for the upcoming parent-teacher interviews on **Thursday April 5** can now be done online!

To schedule a time to meet your son's / daughter's teacher(s) using PowerSchool, please follow the directions below by **Thursday April 5, 2018 at 2:00pm**. If you do not have access to the Internet, please call Bishop Macdonell for assistance.

Login to the Parent Portal Account if you have already setup an account

If you have another student at Bishop Macdonell, you can add him/her to your account using the Access ID found below.

For those who already have an account set up, you will be taken to the Parent Portal Login page. You can login using the **Username** and **Password** that you created for your Parent Account.

Following the instructions on the **Parent-Teacher Interview** page, book your interviews online. Please remember to leave plenty of travel time between interviews. You can also modify or cancel an interview online by following the instructions on the **Parent-Teacher Interview** page.

If you have **forgotten your Username and Password**, click the **Forgot Username or Password?** link on the Student and Parent Sign In page to recover your account information.

Create an Account (If you DID NOT create an account in Semester 1)

1. Visit **www.wellingtoncdsb.ca** & click the **Parents** tab followed by **Parent/Teacher Interviews**. You will be taken to the PowerSchool Parent Portal Sign In page.
2. Click **Create Account** tab and then click the **Create Account** button.
3. Complete the **Create Parent Account**. Then, using the information below, enter the **Student Name**, **Access ID & Access Password**. Click the **Enter** button.

Example { Student Name: **JOHN SMITH**
Period 1 Teacher: **Guidance**
Access ID: **SE81CF59** (Format: Letter Letter Num Num Letter Letter Num Num)
Access Password: **School123**

I hope you find the online booking a convenient way to schedule interviews with your son's or daughter's teachers. Please book your interviews at your earliest convenience.

Sincerely,

Steve Gulyas, Principal.