

PowerSchool | Creating a MyCBE Account



learning | as unique | as every student



Calgary Board
of Education

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Document Revision History

Release Date	Comments
May 2022	Document creation
September 2024	Updates to wording of public portal to MyCBE account

Creating a Legal Guardian My CBE Account

The PowerSchool student and public MyCBE portal is a one-stop-shop for parents / legal guardians / independent students to access their student's / their own class enrollments, grades, attendance, student information, as well as registering for services and paying fees.

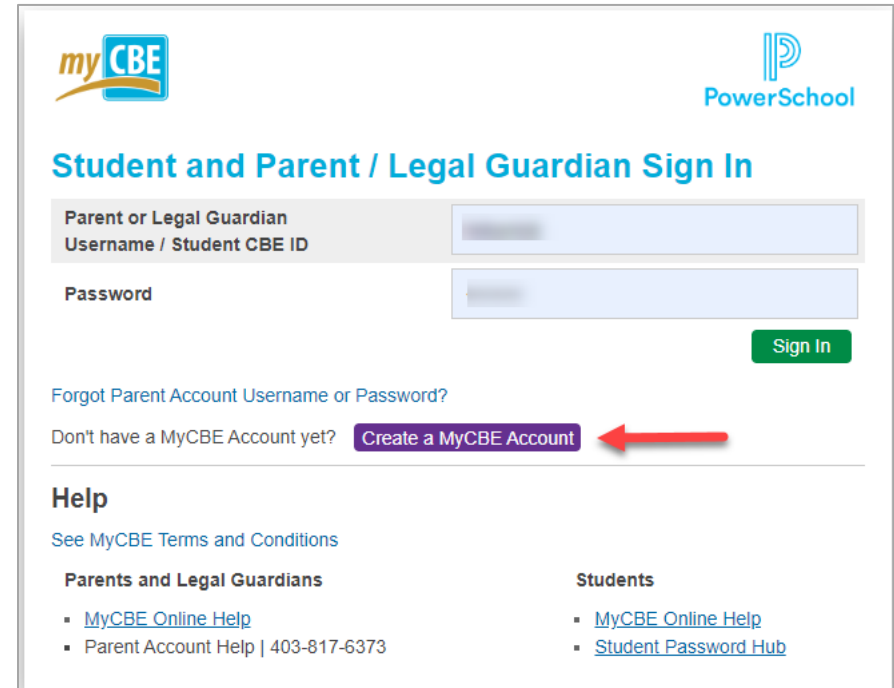
What is required before starting:

- Child's CBE student ID number (found in [SchoolEngage](#) in their student's profile, beside student name on report card, or on the student ID card)
- Child's date of birth
- Internet access (computer or smart device)

Step 1: Click on Create a MyCBE Account

Go to: www.cbe.ab.ca/mycbe and click the Create a MyCBE Account.

Independent students who wish to manage their own account must also click this to get started.



The screenshot shows the 'myCBE' logo in the top left and the 'PowerSchool' logo in the top right. The main heading is 'Student and Parent / Legal Guardian Sign In'. Below this, there are two input fields: 'Parent or Legal Guardian Username / Student CBE ID' and 'Password'. To the right of the password field is a green 'Sign In' button. Below the input fields, there is a link 'Forgot Parent Account Username or Password?'. At the bottom of the sign-in section, there is a link 'Don't have a MyCBE Account yet?' followed by a purple button labeled 'Create a MyCBE Account'. A red arrow points to this button. Below the sign-in section is a 'Help' section with a link 'See MyCBE Terms and Conditions'. Under 'Help', there are two columns: 'Parents and Legal Guardians' and 'Students'. The 'Parents and Legal Guardians' column contains links to 'MyCBE Online Help' and 'Parent Account Help | 403-817-6373'. The 'Students' column contains links to 'MyCBE Online Help' and 'Student Password Hub'.

myCBE **PowerSchool**

Student and Parent / Legal Guardian Sign In

Parent or Legal Guardian Username / Student CBE ID

Password

Sign In

[Forgot Parent Account Username or Password?](#)

Don't have a MyCBE Account yet? **Create a MyCBE Account**

Help

[See MyCBE Terms and Conditions](#)

Parents and Legal Guardians	Students
MyCBE Online Help - Parent Account Help 403-817-6373	MyCBE Online Help Student Password Hub

Step 2: Choose Parent / Legal Guardian or Independent Student tab

Option 1: Create Parent / Legal Guardian Account

- 1 Click the **Parent / Legal Guardian** tab to create an account to access information about your children in MyCBE.
- 2 Review the information on the screen and check the *"I agree and acknowledge the terms and conditions of a MyCBE account."*
- 3 Click on the **Create Parent / Legal Guardian Account** button.

myCBE **PowerSchool**

A MyCBE Account will allow you to access a number of services and tools at The Calgary Board of Education, including:

- Access your child's course assessment information, schedule and attendance record
- Pay fees or request a fee waiver
- Register for transportation and noon supervision
- View your child's bus route and stops
- Book parent-teacher-student conferences
- Submit online forms and school registration
- View your child's learning using Brightspace by D2L

1 Parent / Legal Guardian Independent Student

Create a MyCBE Account as a Parent / Legal Guardian

To create a MyCBE Parent or Legal Guardian Account you will need:

- Parent / Legal Guardian first and last names;
The name must match the name of a parent / legal guardian on file with the school.
- Parent / Legal Guardian email address;
The email address must match the email address of this parent's / legal guardian's email address on file with the school.
- your child's first and last *legal* names;
The names must match the *legal* names of the child on file with the school.
- your child's CBE ID;
Note | The child's CBE ID can be found on:
 - SchoolEngage student profile, once the school has processed the registration form
 - CBE Report Card, beside the child's name
 - CBE ID card
- your child's date of birth

☐ I agree and acknowledge the terms and conditions of a MyCBE account.

2 **3** Create Parent / Legal Guardian Account

- MyCBE Online Help
- Parent / Legal Guardian Account Help | 403-817-6373

Option 2: Create Independent Student Account

- 1 Click the **Independent Student** tab to create an account for yourself.
- 2 Review the information on the screen and check the “*I agree and acknowledge the terms and conditions of a MyCBE account.*”
- 3 Click on the **Create Independent Student Account** button.

myCBE **PowerSchool**

A MyCBE Account will allow you to access a number of services and tools at The Calgary Board of Education, including:

- Access your child's course assessment information, schedule and attendance record
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- Register for transportation and noon supervision
- View your child's bus route and stops
- Book parent-teacher-student conferences
- Submit online forms and school registration
- View your child's learning using Brightspace by D2L

Parent / Legal Guardian **Independent Student**

Create a MyCBE Account as an Independent Student

Only students who meet the criteria of an Independent Student may create an account. Read [Independent Students](#) for the specific criteria and if you qualify, check with your school to ensure your student record reflects your **independent** status.

To create a MyCBE Independent Student Account you will need:

- your first and last /legal names;
The names must match your legal name on file with the school.
- your CBE ID;
Note | Your CBE ID can be found on:
 - SchoolEngage student profile, once the school has processed the registration form
 - CBE Report Card, beside your name
 - CBE ID card
- your date of birth;
- your personal email (not your @educbe.ca email.)
The email must match the personal email on file with the school.

I have depended upon while visiting the site.

☐ I agree and acknowledge the terms and conditions of a MyCBE account.

2 [CBE Online Help](#)
Parent / Legal Guardian Account Help | 403-817-6373

3 [Create Independent Student Account](#)

Step 3: Option 1: Complete the Account Form - Parent

Enter the information in the appropriate boxes. For Email, enter the email address that is on file at the school. To create an account, it must be linked to at least one of your children.

The child **must** be currently enrolled or pre-registered in a CBE school.

Password: Your password must meet the listed criteria, otherwise account creation will be unsuccessful. Make note of your new password.

- Must be at least 8 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

Parent Account Details	
Your First Name	
Your Last Name	
Email	
Confirm Email	
Desired Username	
Password	
Re-enter Password	

Password must:

- Be at least 8 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

Enter the following information in the appropriate boxes.

- Student First Name: Child's legal first name on file at the school
- Student Last Name: Child's legal last name on file at the school
- CBE Student ID: Student ID Number (found beside their name on their report card, on their student ID card)
- Date of Birth: Child's date of birth

Continue to add any additional students to the account.
Click **Submit** near the bottom of the page.

Submit

For a parent account, now skip to [Step 4: Verify the Email Address](#).

Add Students to Account

Enter the student's Last name, First name, CBE Student ID, and Date of Birth for each student you wish to add to your Parent Account.

1

Student First Name

Student Last Name

CBE Student ID

Date of Birth



2

Student First Name

Student Last Name

CBE Student ID

Date of Birth



3

Student First Name

Student Last Name

CBE Student ID

Date of Birth



Step 3: Option 2: Complete the Account Form - Independent Student

Enter the following information in the appropriate boxes:

Your First Name: your legal first name on file at the school.

- Your Last Name: your legal last name on file at the school.
- Your CBE Student ID: Student ID number (found beside your name on your report card, on your student ID card)
- Your Date of Birth.
- Email: the email address on file at the school (either your personal email or your CBE email)

Click **Submit**.

For an Independent Student account, now move onto [Step 4: Verify the Email Address](#).




Create Independent Student Account

Account Details

Your First Name	enter your first name
Your Last Name	enter your last name
Your CBE Student ID	e.g. 123456789
Your Date of Birth	select your date of birth 
Email	enter your email address You must use the same email address that the school has on file for you.
Confirm Email	re-enter your email address
Desired Username	enter your desired username
Password	enter your password 
Re-enter Password	re-enter your password

Password must:

- Be at least 8 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

Submit

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Step 4: Verify the Email Address and Sign In

Verify email and sign in to access your new account. An activation email will be sent to the email address used to create the account. If the activation email does not come, check to ensure the email on file at the school matches the email address used to create the account.

Click on the verification link in that email within 24 hours to finish setting up your account.

Clicking on the email link, will produce a verification screen with a Congratulations message and Username and Password fields to sign into your new account.

Enter the username and password used to create the account and click **Sign In** to access your new account.

The screenshot shows a web interface for account verification and sign-in. At the top, there are two bullet points: "The Calgary Board of Education may suspend or remove your access to the MyCBE / PowerSchool, at any time and without notice, for any breach of this agreement by your account; and" and "The Calgary Board of Education cannot be held liable for any information that you may have depended upon while visiting the site." Below this is a green success message: "Congratulations! Your new PowerSchool account has been verified. Enter your Username and Password to start using your new account." Underneath the message are two input fields: "Username" and "Password". The "Username" field contains a single character, possibly a pipe symbol. Below the password field is a small asterisk followed by a note: "* Password Manager Users: You may experience issues saving this password to your password manager (i.e. LastPass). You may need to manually save the password instead of letting your password manager update it automatically." At the bottom right is a blue "Sign In" button.

- The Calgary Board of Education may suspend or remove your access to the MyCBE / PowerSchool, at any time and without notice, for any breach of this agreement by your account; and
- The Calgary Board of Education cannot be held liable for any information that you may have depended upon while visiting the site.

✓ Congratulations! Your new PowerSchool account has been verified. Enter your Username and Password to start using your new account.

Username

Password

* Password Manager Users: You may experience issues saving this password to your password manager (i.e. LastPass). You may need to manually save the password instead of letting your password manager update it automatically.

[Sign In](#)

Troubleshooting Account Creation

If account creation was not successful, one of the following error messages could appear:

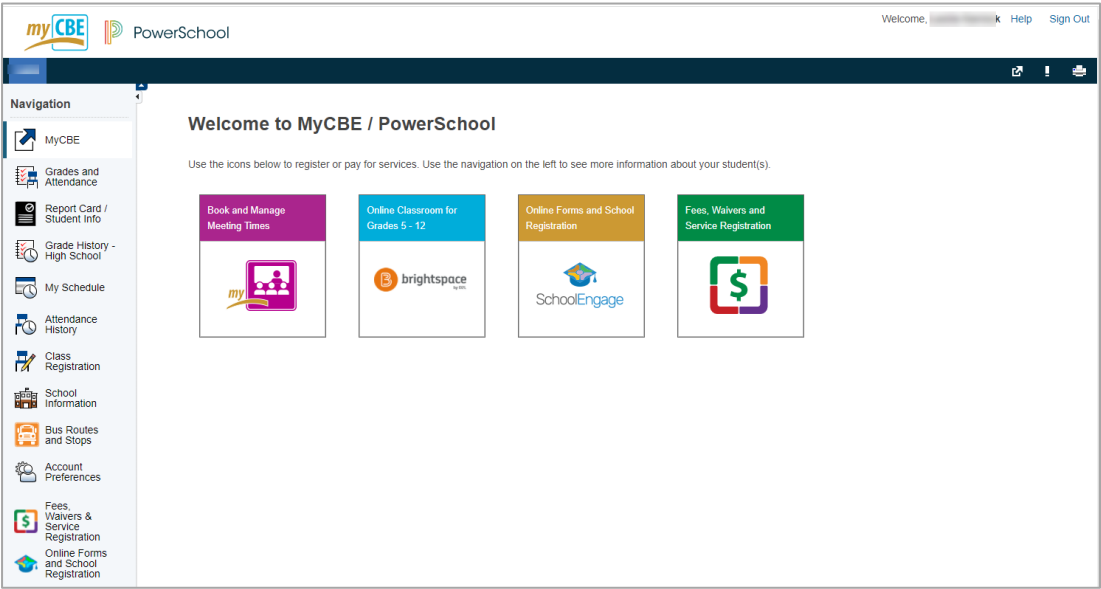
- If one or more of the required fields were missed, there will be an error message. Make sure to complete all required fields.
- If inaccurate student information was entered or the information does not align or meet the specific field criteria (e.g., incorrect CBE number or name was entered, etc.), an error message will appear.

 **Your Last Name:** Please fill out this field.
Your First Name: Please fill out this field.
Re-enter Password: Please fill out this field.
Password: Please fill out this field.
Email: Please fill out this field.
Desired Username: Please fill out this field.
Confirm Email: Please fill out this field.
Students: Information for at least one student is required.

 Sam has not been added to your account. Valid student information must be entered

Navigating a MyCBE Account

After logging into your MyCBE account, following home page will appear:



MyCBE / PowerSchool Public Portal	
Navigation Toolbar	Appears at the top of the page. There are separate tabs for each student linked to your account.
Navigation Menu	Provides various links to access student information, account information and the CBE online applications. It is located on the left-hand side of the portal screen.
MyCBE	This link will provide access to the CBE online applications – Book and Manage Meeting Times(School Conferences), Brightspace by D2L, SchoolEngage online forms and Fees, Waivers and Service Registration..
Grades & Attendance	The Attendance tab provides access to real-time student attendance information. The Assignment & Grades tab provides access to the student's current school term grades and assignments. The Stems / Outcomes tab provides access to the student's stems and outcomes.
Report Card	Displays a link to the student's online report card, if available.
Grade History	Provides historical student grades for the previous school years.
My Schedule	Displays the student's current class schedule.
Attendance History	Displays the student's attendance for the previous school term.
Class Registration	Allows parents / legal guardians to view course requests made by their student when schools make the next year request information available.
School Information	Displays the student's school address and phone number, as well as a school map if it has been uploaded by the school administrator.
Bus Routes and Stops	Displays any bus routes and stop information, if applicable.
Account Preferences	Provides parents / legal guardians with the ability to manage parent account information, including name, username, password and email address, as well as link additional students to their account. The ability to change the account password is also available.

Fees, Waivers & Service Registrations	This link will provide access to the CBE online applications – Fees, Noon Supervision, Transportation Registration and Fee Waivers.
Online forms and School Registration	This link will provide access to the SchoolEngage application – online student annual forms, registration forms and volunteer registration forms.

Changing Your Account Password

Use Account Preferences to change the username or password associated with your account.

- 1 On the Navigation menu, click on **Account Preferences**.
- 2 On the **Profile** tab, click on the Edit (pencil) button to change the username and/or password.
- 3 Click **Save** to save changes to your account.

myCBE PowerSchool

Welcome, [User Name] | Help | Sign Out

Sam

Navigation

- MyCBE
- Grades and Attendance
- Report Card
- Grade History
- My Schedule
- Attendance History
- Class Registration
- School Information
- Account Preferences**
- Student Fees & Service Registrations

Account Preferences - Profile

Profile Students

If you want to change the 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. To change your name, please contact the school administrator.

First Name: Joe

Last Name: Smith

Account Email: Jsmith@gmail.com

Select Language: Select a Language

Username: Jsmith

Current Password: *****

New password must:

- Be at least 8 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

Cancel Save

Signing Out of Your Public Portal Account

Logout of your MyCBE account:

- 1 Click the **Sign Out** button in the upper right-hand corner of the parent portal screen.

