



What you will need before starting

1. Your child's CBE Student ID number (found on their report card)
2. Your child's date of birth
3. Internet access (computer or smart device)

Step 1: Create Parent Account

Go to: www.cbe.ab.ca/mycbe and click the **Create Parent Account** button.

Need a Parent Account?

A MyCBE / PowerSchool Parent Account will allow you to access a number of supported technologies and tools at the Calgary Board of Education, including:

- Access to your children's academic information (schedule, grades & attendance)
- View your children's learning using Brightspace by D2L
- Register for transportation and noon supervision
- Pay fees online and request waivers
- Book school conferences

[Create Parent Account](#)

Step 2: Request Access Key

Click on the **Request Access Key** button.

Do you need an Access Key for your child?

[Request Access Key](#)

Step 3: Complete the Form

Enter the following information in the appropriate boxes:

- the email address on file at the school that is the "contact email" for each child
- the CBE student ID number for each child
- the child's date of birth

Then click **Submit** near the bottom of the page.

Request an Access Key for Your Child

The information requested below is necessary to add your children to your new MyCBE / PowerSchool account.

Parent Access Details

The email address **must match** the contact email address on file at the school for each child.


| | |
|----------------------|---|
| Email | <input type="text" value="enter your email address"/> |
| Confirm Email | <input type="text" value="confirm your email address"/> |

Student Details

The CBE Student ID can be found:

- on your child's report card beside their name
- on your child's student ID card
- if neither of these are available, you may need to ask your child for the number or visit your school in person. (The CBE cannot give out this number over the phone.)

1

| | |
|-----------------------|---|
| CBE Student ID | <input type="text" value="e.g. 123456789"/> |
| Date of Birth | <input type="text" value="select the child's date of birth"/>  |

2

Step 4: Retrieve the Access Key(s) and go to the Create Parent Account page

- Check your email inbox (and your Junk Mail folder) for the email containing your Access Key(s).
- Enter **your** personal information first (not your child's information). All fields are **required**.

Parent Account Details

| | |
|--------------------------|---|
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Email | <input type="text"/> |
| Confirm Email | <input type="text"/> |
| Desired Username | <input type="text"/> |
| Password | <input type="password"/> <input type="password"/> |
| Re-enter Password | <input type="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

Your password **must** meet the listed criteria. Make sure to save your password.

Step 5: Add Your Child(ren) to Your Account

Complete the following fields:

- **Student Name:** Enter your child's first and last name separated by a space.
- **CBE Student ID number:** Student ID number is found beside their name on their report card or on their student ID card.
- **Access Key:** Access keys for each child must be requested online. The keys will be emailed to you.
- **Relationship:** Choose your relationship to the student from the drop down menu.



To create an account you must link to at least **one** student.

A student must be currently enrolled or pre-registered in a CBE school or you will **not** be able to create an account

Add Students to Account

Enter the CBE Student ID, Access Key, and Relationship for each student you wish to add to your Parent Account.

1

| | |
|----------------|---|
| Student Name | <input type="text"/> |
| CBE Student ID | <input type="text" value="e.g. 123456789"/> |
| Access Key | <input type="text"/> |
| Relationship | <input type="text" value="-- Choose"/> |

2

| | |
|----------------|---|
| Student Name | <input type="text"/> |
| CBE Student ID | <input type="text" value="e.g. 123456789"/> |
| Access Key | <input type="text"/> |
| Relationship | <input type="text" value="-- Choose"/> |

3

| | |
|--------------|----------------------|
| Student Name | <input type="text"/> |
|--------------|----------------------|

You can add up to seven students to your account. To add each student to your account you will use their CBE Student ID number and Access Key.

Click **Submit** to create your account.

You will automatically be redirected to the *Student & Parent Sign in* page when your account is successfully created.

Enter the Username and Password that you just created and click **Sign In** to access the parent portal.

Student and Parent Sign In

Welcome to the Calgary Board of Education's *new MyCBE / PowerSchool Portal*.

Students: Your username is your CBE Student ID and your password is your CBE network password. If you are new to CBE, ask your teacher or school staff for your CBE Student ID and initial password.

Parents/Guardians: Please sign in with your new MyCBE / PowerSchool Parent Account. Your previous *My CBE Account* and *HomeLogic* username/password will no longer work. See below to create a new Parent Account.

| | |
|----------|--------------------------|
| Username | <input type="text"/> |
| Password | <input type="password"/> |


Sign In

Troubleshooting

If your account creation was not successful, you may receive one of the following error messages:

 **You must enter all required values**

If you did not enter one or more of the required fields, you will receive the above error message. Make sure you type in all required information.

 **Izzy Smith has not been added to your account. Valid student information must be entered**

If you entered inaccurate student information or the information does not meet the specific field criteria, you will receive the above error message.

Example:

If you entered the wrong Access ID or Access Key.

Help

- Visit our Technical Support Site: www.cbe.ab.ca/support. Google Translate is available for users.
- For help **Creating a Parent Account only** in MyCBE / PowerSchool, contact our CBE Parent Account Help line at **403-817-6373**.