Before You Start

You must have a My CBE / PowerSchool account before you can add additional children. See *Creating a Parent Account*.

Step 1: Sign In

Go to: www.cbe.ab.ca/mycbe and enter your Username and Password.

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.
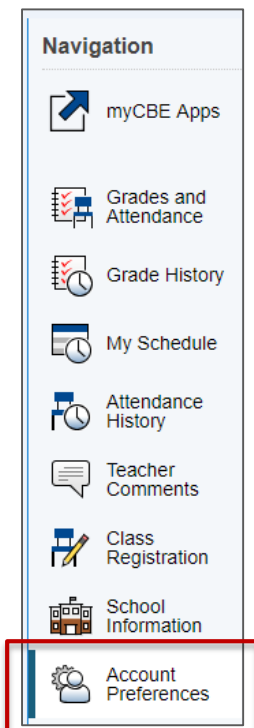
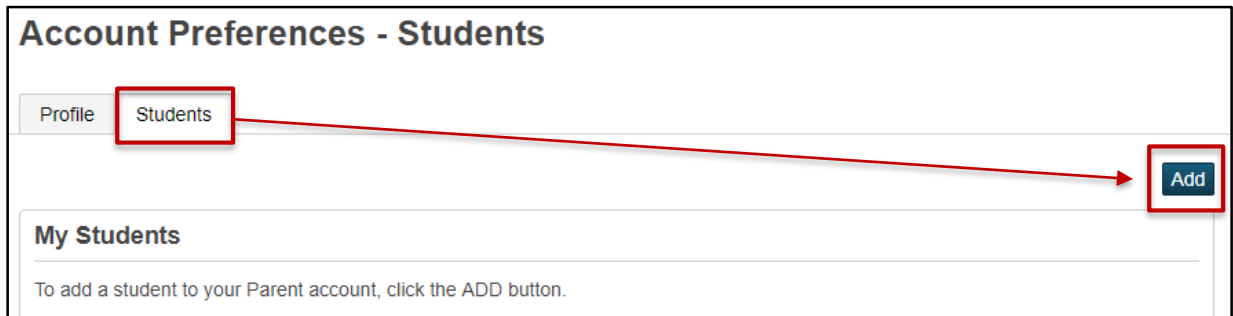| Username	
Password	

Sign In

Step 2: Select Account Preferences

From the left navigation menu, select Account Preferences.

Navigation

- myCBE Apps
- Grades and Attendance
- Grade History
- My Schedule
- Attendance History
- Teacher Comments
- Class Registration
- School Information
- Account Preferences

Step 3: Select the *Students* Tab

Then click on the **Add** button

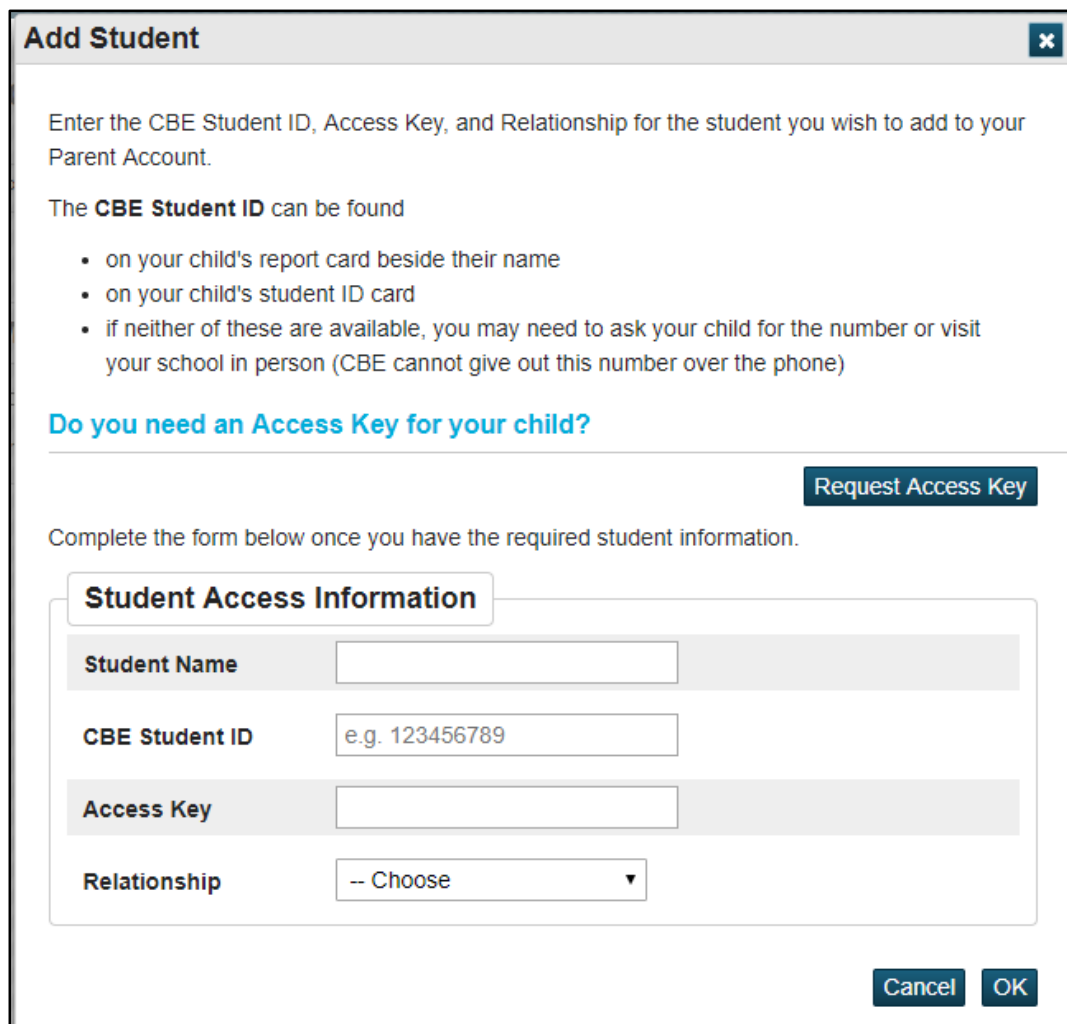## Account Preferences - Students

Profile   Students

Add

My Students

To add a student to your Parent account, click the ADD button.

Step 4: Fill-In All of the *Student Access Information* Fields

Then click **Ok**.

Add Student

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

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 (CBE cannot give out this number over the phone)

Do you need an Access Key for your child?

Request Access Key

Complete the form below once you have the required student information.

Student Access Information

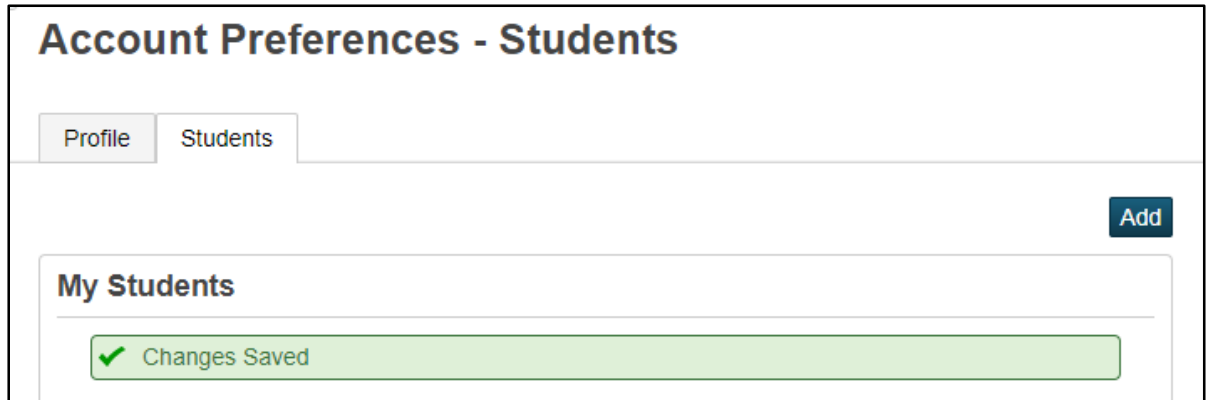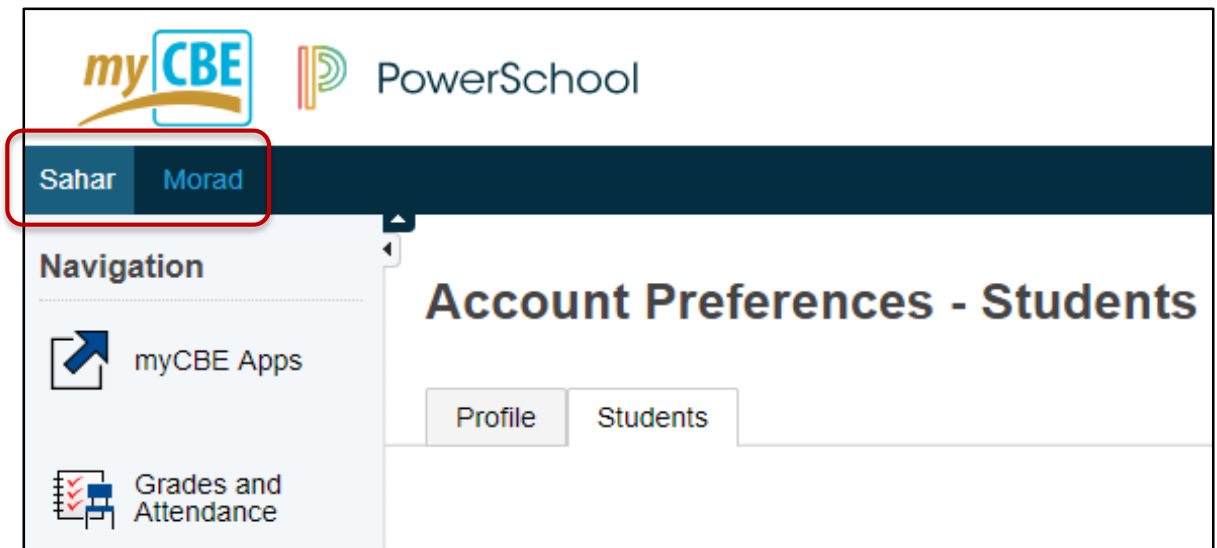|	
Student Name	
CBE Student ID	e.g. 123456789
Access Key	
Relationship	-- Choose

Cancel   OK

When you have successfully added your student, a confirmation message will appear, and the new student's name will be listed under the *My Students* heading.

The new student will also now display in the menu bar at the top of the page.
Click on the student's name to view their information.

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

Help / Support

For help in adding a child/student to your account in MyCBE / Powerschool:

- View our online help documentation at https:/www.cbe.ab.ca/support
- Contact our Parent Account Help Line at (403) 817-6373.