

Technical Support for Students & Parents

[Home](#)[MyCBE / Powerschool](#)[Brightspace by D2L](#)[G Suite for Education](#)

MyCBE / Powerschool - Creating a Parent Account

[Login to MyCBE / Powerschool](#)

What you will need before starting:

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

Steps to Create a account:

- [Step 1: Click on Create a Parent Account](#)
- [Step 2: Request Access Key](#)
- [Step 3: Complete the Form](#)
- [Step 4: Retrieve the Access Key\(s\) and go to the Create Parent Account page](#)
- [Step 5: Add Your Child\(ren\) to Your Account](#)

[Download Instructions](#)

Step 1: Click on Create a 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

enter your email address

Confirm Email

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

e.g. 123456789

Date of Birth

select the child's date of birth



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.
- Email address must be properly formatted.
- Username cannot contain any spaces or special characters.
- Information for at least one student is required.

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

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

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

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

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.

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

CBE Student ID

e.g. 123456789

Access Key

Relationship

-- Choose

2

Student Name

CBE Student ID

e.g. 123456789

Access Key

Relationship

-- Choose

3

Student Name

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 parent portal.

Tips for Parents/Guardians

Don't use the PowerSchool app on a smart device

- When creating your new account for MyCBE/PowerSchool, we recommend against using the PowerSchool App on a smart device. The best option is to use either a desktop computer or, if necessary, a web browser on your phone, to access the MyCBE/PowerSchool website.
- The PowerSchool App for mobile devices is not customized for the CBE. This means users cannot use this app to access CBE's own online tools for things like paying fees or booking conferences. Again, it's best to use the website.

Refresh your browser if links don't work

- If any of the links provided during account set-up do not work, try refreshing your browser (press Ctrl and F5) or try again in another browser.

Help

- Contact our [CBE Parent Account Help Line](#)

403-817-6373

