

[My CBE Account](#) is your gateway into the Calgary Board of Education's (CBE's) online parent tools. Available 24-7, [My CBE Account](#) allows you to view and pay fees, register for noon supervision, book a parent-teacher interview (select schools), view a child's Desire2Learn (D2L) progress and/or assessment information (select schools), and apply for a fee waiver online.

In this document, you will learn:

- About the [My CBE Account](#) requirements
- How to register for a new [My CBE Account](#)
- How to log into [My CBE Account](#)
- About the [My CBE Account](#) features, and
- How to log out of [My CBE Account](#).

NOTE: This document references external resources; view it online so that you can follow the links. See the [Using Fees Central Guide](#) (PDF) for in-depth information and instructions.

My CBE Account Requirements

Computer Requirements

The [My CBE Account](#) website requires:

- [Mozilla Firefox](#) version 3 and up
- [Apple Safari](#) version 4 and up, or
- [Microsoft Internet Explorer](#) version 7 and up.

The [My CBE Account](#) receipts and help documents require the free [Adobe Reader](#) and [Adobe Flash](#) plug-ins.

Account Requirements

In order to use [My CBE Account's](#) online parent tools, your account must be connected to your CBE-enrolled child or children. To create this link, the email address that you use to register for [My CBE Account](#) must match the Legal Guardian email address on file at your child or children's school(s). If necessary, visit or contact the [school\(s\)](#) to update the information.

Confirm that you meet the requirements before you go to *Register a New My CBE Account*.

Register a New My CBE Account

TIP: In the [My CBE Account | Help](#) page, click "**Getting Started with My CBE Account Demo**" (Video) for the demonstration video for this procedure.

To register for a new [My CBE Account](#):

1. Click [Create Your Account](#).


NOTE: You can also open the registration page as follows: 1. Click "**Online Fee Payment**" on the www.cbe.ab.ca home page, 2. Click [My CBE Account](#) on the right, and then 3. Click "**Create Account**" in the upper [My CBE Account](#) menu.

2. Enter your first and last name in the **First Name** and **Last Name** fields.
3. Enter your email address in the **Email address** and **Confirm email** fields. This email address will be your [My CBE Account](#) user name.


NOTE: The email address **must match** the Legal Guardian email address on file at your child or children's school(s). If necessary, visit or contact the [school\(s\)](#) to update the information.

4. Enter a password in the **Password** and **Confirm password** fields.
5. Enter the displayed code in the **Security Question** field.
6. Read and click the check box to accept the [Terms of Use](#) and [CBE | Privacy Statement](#).
7. Click **Submit Information and Request Account**.

* I accept the Calgary Board of Education

Submit Information and Request Account 

8. The *Account Status* message opens. Click **Ok**.
9. Check your email. Open the "**Registration confirmation for My CBE Account**" message in your "Inbox," "Junk," or "Spam" folder.
10. In the email, click "**Complete Process**."

Thank you for creating your My CBE account, please click here: [Complete Process](#) 

11. [My CBE Account](#) and the *Account Status* message opens. Click **OK**.

Go to *Log Into My CBE Account*.

Log Into My CBE Account

1. Open [My CBE Account](#) if not already open.
2. Enter your email address in the **User name** field.
3. Enter your password in the **Password** field.
4. Click **Login**.

The *My Account* page is displayed.

My CBE Account Features

[My CBE Account](#) includes the *My Account* page and an upper menu:

My Account Page

The *My Account* home page displays your account information and the [My CBE Account](#) tools:


- In the **Account Information** section, you can view and change your profile and opt into text message updates. See the [Managing My CBE Account QRG](#) (PDF) for information

WARNING: Do NOT use a mobile device to change your [My CBE Account](#) profile information.

- In the **My Child / Children** section, you can view your child or children. If you registered with an email address that matches the Legal Guardian email address at your child or children's school(s), then your [My CBE Account](#) may automatically show your child or children. If not, then you can add a child:

1. In the **My Child / Children** section of the *My Account* page, click "**Add a Child**."

NOTE: If the "**Add a Child**" link is not shown, then your [My CBE Account](#) email address does not match the Legal Guardian email address at your child or children's school(s). Visit or contact the [school\(s\)](#) to update the information.

[My Child / Children](#)  [Add a Child](#)

2. The *Add a Child* form opens. Enter your child's CBE Student ID in the field.



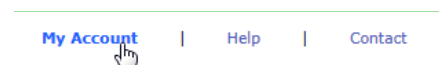
NOTE: You can find the ID number on your child's student ID card and report card. Alternatively, your child may know the number, or you can visit the [school](#) in person to request the number.

3. Click **OK**.
 4. The child is added to the **My Child / Children** section. Repeat as required.
- In the **Where to go next** section on the right, you can view the [My CBE Account](#) parent tools. See the [Managing Children in My CBE Account QRG](#) (PDF) to learn about your account's connection to your child or children and how that relates to the tools that you can use in the **Where to go next** section.

NOTE: For information about a tool, open that tool and click "**Help**" on the upper menu (if provided). To return to the [My CBE Account My Account](#) page, click "**Home**."

Upper Menu

Use the upper menu to open the [My CBE Account](#) pages:



- Click "**My Account**" to return to that page
- Click "**Help**" to view the [My CBE Account](#) help materials
- Click "**Contact**" to view the [My CBE Account](#) contacts.

Log Out of My CBE Account

To protect your information, click "**Log Off**" in the top right corner to log out of [My CBE Account](#) before you leave the website.

