

[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 transportation and 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 your [My CBE Account's](#) connection to your child or children
- How to log into [My CBE Account](#), and
- How to view, add, and/or remove the child or children that are linked to your [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 and Your Child/Children

Your [My CBE Account](#) must be linked to your CBE-enrolled child or children in order to use the online parent tools.

Linking Your Account to Your Child/Children

To create and maintain your [My CBE Account's](#) link to your child or children, your [My CBE Account](#) email address must match the Legal Guardian email address on file at your child or children's [school\(s\)](#). When you registered for [My CBE Account](#), your child or children's information may have been automatically pulled into your account. If not, you can add your child or children to your [My CBE Account](#) as outlined in *View, Add, or Remove Your Child/Children* on the next page.

If you change your [My CBE Account](#) email address without notifying the [school\(s\)](#) first, then you will lose your account's connection to your

child or children. See the [Managing My CBE Account QRG](#) (PDF) for information.

Using the Online Parent Tools

When your [My CBE Account](#) is connected to your child or children, you can view the online parent tools in the **Where to go next** section of the *My Account* page.

Where to go next

[Pay Fees](#)

[Register for Transportation](#)

[Register for Noon Supervision](#)

[D2L Parent Access](#)

[Fee Waiver](#)

[Book School Conferences](#)

TIP: 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**."

You will see all available tools in the **Where to go next** section, but you will only be able to use the tools that are relevant to your child or children. For example, anyone can click "**Register for Noon Supervision**" to open that tool, but only a parent whose account is connected to an eligible elementary school student will be able to register for that program.

The tools that you can use are connected. After you register for noon supervision, for example, you can click **Make a Payment** in that tool to pay those fees online using *Fees Central*, or you can click "**Pay Fees**" in the **Where to go next** section at another time to view and pay those fees. See the [Viewing and Paying Fees Using Fees Central QRG](#) (PDF) for more information.

As long as your account's connection to your child or children is maintained, your [My CBE Account](#) and ability to use the tools will be automatically updated when your child or children's enrollment information changes.

Log Into My CBE Account

1. Open [My CBE Account](#).
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.

View, Add, or Remove Your Child/Children

To view and modify the child or children that are linked to your [My CBE Account](#):

1. Log into [My CBE Account](#) as outlined in *Log Into My CBE Account* on the previous page.
2. In the **My Child/Children** section of the *My Account* page, view your displayed child or children. Optionally do the following:


TIP: You can view additional information about your child or children in the [My CBE Account](#) tools that are relevant to your child or children's enrollment. For example, click "**Register for Noon Supervision**" to view information about your child or children's participation in that program.

Add a Child

To add a child to your [My CBE Account](#):

- 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 on file 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.



Add a Child

Please enter your child's Student ID:

6-10 digits


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.

When you add a child, your [My CBE Account](#) is updated immediately. For example, you can immediately click "**Pay Fees**" in the **Where to go next** section to view that child's outstanding fees in *Fees Central*. See the [Getting Started with Fees Central QRG](#) (PDF) for more information.

Remove a Child

To remove a child from your [My CBE Account](#):

- 1) In the **My Child / Children** section of the *My Account* page, click  to the right of that child's name.



- 2) The child is removed from the **My Child / Children** section. Repeat as required.

When you remove a child, your [My CBE Account](#) is updated immediately and you will no longer have access to that child's information. You can re-add the child at any time as long as your [My CBE Account](#) email address matches the Legal Guardian email address at that child's school.

NOTE: For more information, see [My CBE Account FAQs](#) (PDF). Click [My CBE Account | Help](#) to view additional help resources and [My CBE Account | Contact](#) to view support contacts.