

register for a My CBE Account

What is a MyCBE Account?

A My CBE Account allows you to access information about children registered in CBE schools.

Before you set up a MyCBE Account

Setting up an account online is quick and easy, but there are a few things that must be confirmed before you register. The person setting up a My CBE Account must:

- be a legal guardian;
- use the same email address the school has on file; and,
- have their child(ren)'s CBE student ID numbers (can be found on student report card).

Create a MyCBE Account from the CBE website

Click on the following website: <https://webapps.cbe.ab.ca/myaccount>

New Users: create an account.

Add your child(ren) using their CBE student ID.

Once you set up a new account, you will receive a confirmation via email... You must click on the 'complete process' link in the email to activate your account.

booking your Parent Teacher Interview

Click on the following website: <https://webapps.cbe.ab.ca/myaccount>

Existing Users: Log in.

To the right of the page, see: 'Where to go Next', and

Click on your selection: *Book Parent Teacher Interview*

To Book Parent Teacher Interviews for April 9, 2015, choose *William Aberhart* AND *April 2015 Parent Teacher Interview Bookings* from the drop down arrow. Click in the box beside the teacher(s) you want to see and book your interview time(s) (you can see more than one teacher at a time). A student name AND a parent name must be entered to complete the booking. Be sure to click on 'Book Interview'. Right click on the page to print.

- Interviews are 10 minutes in length
- Please allow yourself a block of time between bookings to move to the next interview
- The number of time slots is limited – please choose two teachers with whom to meet

You can begin booking interviews on April 2nd at 4:00 pm.

NOTE: There is no school for Regular classes on APRIL 9th to accommodate the additional time added to PT Interviews.

