



PowerSchool: Parent/Guardian Account Creation and Navigation

The PowerSchool Student and Parent portal is a one-stop-shop for parents/guardians to access their student's class enrollments, grades, attendance, student information, as well as registering for services and paying fees.

Creating a Parent/Guardian Account

Creating your parent/guardian account is a two-step process:

1. Create an account with a username and password
2. Link at least one student to your account

Required Information before Creating Your Account

- You will need to have at least one student that is either currently enrolled or pre-registered in a CBE school.
- You will need two pieces of information to link a student to your account:
 1. **CBE Student ID** – The CBE Student ID is your student's unique CBE student ID number.
 2. **Access Key** – The Access Key can be requested on the Student & Parent Login page after clicking **Create Parent Account**, click the **Request Access Key** button. You can also obtain it from your child's school.

Note | For each student you would like to link to your account, you will need a unique CBE ID and Access Key for each.

You can find your student's CBE ID number by checking a recent report card, their student ID card or by asking your student.



PowerSchool

What you need to create a Parent / Legal Guardian Account

You will be asked to enter your **name** and **email address**, along with choosing a **username** and **password** that you will use to sign in. The email address and username must be unique and cannot be the same as any other parent who has created an account with the Calgary Board of Education. The name must match the name of a parent / legal guardian on file with the school. The email address must match the email address of this parent's / legal guardian's email address on file with the school.

At this time, you will be required to add one child to your parent account, but you can add up to 7 children now. More children can be added after your account is created.

For each child, you will need their **CBE Student ID** and secure **Access Key**.

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)
- if your child's CBE Student ID number begins with 0, you must enter the number 1 in front of it in the required field.

Do you need an Access Key for your child?

[Request Access Key](#)

1. Create a MyCBE/PowerSchool Parent Account

Once you know your student's CBE ID and Access Key, follow these steps:

- 1 Launch a web browser (Google Chrome, Safari or FireFox) and go to the PowerSchool Student & Parent/Legal Guardian Portal URL:
<https://sis.cbe.ab.ca/public/home.html>
- 2 From the Student & Parent Login page, click the **Create Parent Account** button.
- 3 Click **Create Parent Account** again.



PowerSchool 1

Student and Parent / Legal Guardian Sign In

Username

Password

* Password Manager Users: You may experience issues saving this password to your password manager (i.e. LastPass). You may need to manually save the password instead of letting your password manager update it automatically.

Sign In

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

2
Create Parent Account

What you need to create a Parent / Legal Guardian Account

Do you need an Access Key for your child?

Request Access Key

Do you already have an Access Key to create your Parent Account?

3
Create Parent Account

- 4 On the Parent Account Details page, enter your personal information. All fields are **required**.

Parent Account Details	
Your First Name	Enter your first name.
Your Last Name	Enter your last name.
Email	Enter the email address recorded at the school, from the registration form or demographic verification form. Note The email address used to create the account MUST match the contact email address the school has on file.
Confirm Email	Re-enter your email address.
Desired Username	Enter a Desired Username. The Username can be any combination of letters or numbers. For example: Joe, JSmith20, Joe_Smith, J@esmith
Password	Enter a password. Your password must meet the listed criteria, otherwise you will not be able to proceed with your account creation. Make note of your new 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
Re-enter Password	Re-enter your password.




Create Parent Account

Parent Account Details

Your First Name	4	Joe
Your Last Name		Smith
Email		Jsmith@gmail.com
Confirm Email		Jsmith@gmail.com
Desired Username		Jsmith
Password		Strong
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

2. Link a Student to your Account

Please note that you cannot create your account without linking at least one student.

- 1 On the Add Students to Account page, enter the student's information. All fields are **required**.

Add Students to Account	
Student Name	Enter the student's name.
CBE ID	Enter the student's CBE ID number.
Access Key	Enter the student's unique Access Key. Access Key's are case sensitive. For example: XXY89Hs
Relationship	Select your relationship to the student from the dropdown menu.

- 2 Repeat for any additional student's. You can link up to seven students to your account.

- 3 Click **Submit** in the lower right corner of the page.

- 4 If your account has been successfully created, you will automatically be taken back to the Student & Parent / Legal Guardian Sign In page. Enter your username and password, and click **Sign In**.

Add Students to Account

1

Student Name	1 Sam Smith
CBE Student ID	123456789
Access Key	
Relationship	Father ▼

2

Student Name	2
CBE Student ID	e.g. 123456789
Access Key	
Relationship	-- Choose ▼

3

Submit



Student and Parent / Legal Guardian Sign In

Username	Jsmith
Password	

4

Sign In



Troubleshooting Account Creation

If your account creation was not successful, you may receive one of the following error messages:

- If you did not enter one or more of the required fields, you will receive the above error message. Make sure you type in all required information.
- If you entered inaccurate student information or the information does not meet the specific field criteria, you will receive the above error message. For example, if you entered the wrong CBE ID or Access Key.

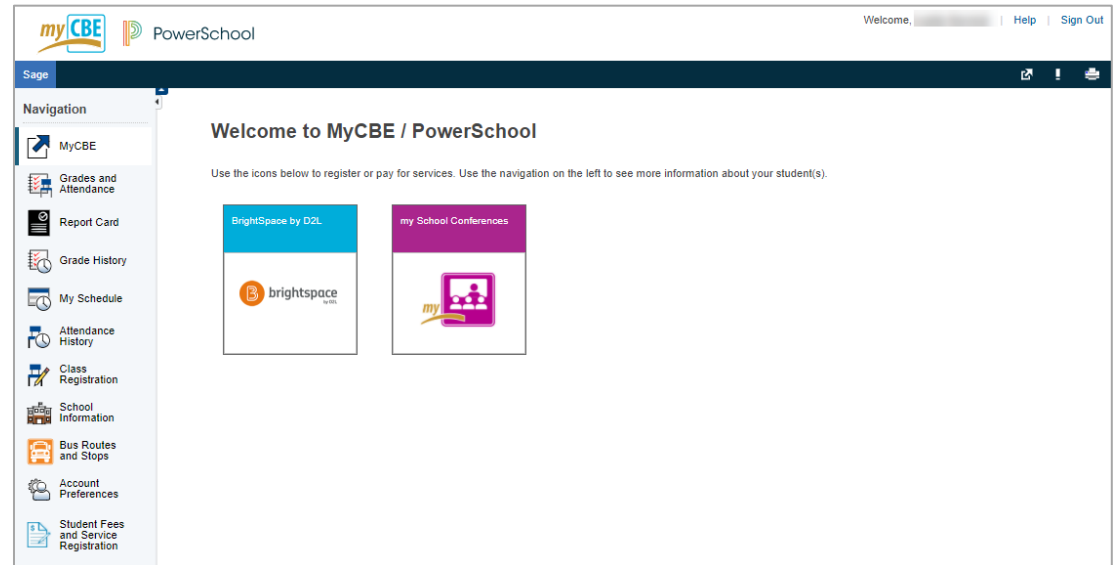
 **Your Last Name:** Please fill out this field.
Your First Name: Please fill out this field.
Re-enter Password: Please fill out this field.
Password: Please fill out this field.
Email: Please fill out this field.
Desired Username: Please fill out this field.
Confirm Email: Please fill out this field.
Students: Information for at least one student is required.

 Sam has not been added to your account. Valid student information must be entered

Navigating Your Parent Account

After logging into your parent account, you will see the following:

MyCBE / PowerSchool Public Portal	
Navigation Toolbar	Appears at the top of the page throughout the parent portal application. There are separate tabs for each student linked to your account.
Navigation Menu	Provides various links to access student information, account information and the CBE online applications. It is located on the left-hand side of the portal screen.
MyCBE	This link will provide access to the CBE online applications – Brightspace by D2L and my School Conferences.
Grades & Attendance	The Attendance tab provides access to real-time student attendance information. The Assignment & Grades tab provides access to the student's current school term grades and assignments. The Stems / Outcomes tab provides access to the student's stems and outcomes.
Report Card	Displays a link to the student's online report card, if available.
Grade History	Provides historical student grades for the previous school years.
My Schedule	Displays the student's current class schedule.
Attendance History	Displays the student's attendance for the previous school term.
Class Registration	Allows parents/guardians to view course requests made by their student when schools make the next year request information available.
School Information	Displays the student's school address and phone number, as well as a school map if it has been uploaded by the school administrator.
Bus Routes and Stops	Displays any bus routes and stop information, if applicable.
Account Preferences	Provides parents/guardians with the ability to manage parent account information, including name, username, password and email address, as well as link additional students to their account. The ability to change your account password is also available.



Student Fees & Service Registrations	This link will provide access to the CBE online applications – Fees, Noon Supervision, Transportation Registration and Fee Waivers.
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Changing Your Account Password

Use Account Preferences to change your username or password.

- 1 On the Navigation menu, click on **Account Preferences**.
- 2 On the **Profile** tab, click on the Edit (pencil) button to change your username and/or password.
- 3 Click **Save** to save changes to your account.

myCBE PowerSchool Welcome, [User Name] | Help | Sign Out

Sam

Navigation

- MyCBE
- Grades and Attendance
- Report Card
- Grade History
- My Schedule
- Attendance History
- Class Registration
- School Information
- Account Preferences**
- Student Fees & Service Registrations

Account Preferences - Profile

Profile Students

If you want to change the e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username or password. To change your name, please contact the school administrator.

First Name: Joe

Last Name: Smith

Account Email: Jsmith@gmail.com

Select Language: Select a Language

Username: Jsmith

Current Password: *****

New 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

Cancel Save

Link Additional Students to Your Account

Use Account Preferences to link additional students to your parent/guardian account.

- 1 On the Navigation menu, click on **Account Preferences**.
 - 2 Click on the **Student** tab.
 - 3 Click on the **Add** button.
 - 4 Fill in your student's information in all fields. You must have your student's CBE ID and Access Key to link them to your account.
 - 5 Click **OK**.
- If you successfully linked your student to your account, you will see a confirmation message and the new student's name listed under My Students.
- You'll also find your student's first name added on the Navigation Toolbar. Parents/guardians can easily switch between their students by clicking the student's name in the Navigation Toolbar.

myCBE PowerSchool

Welcome, [Name] | Help | Sign Out

Sam

Navigation

- MyCBE
- Grades and Attendance
- Report Card
- Grade History
- My Schedule
- Attendance History
- Class Registration
- School Information
- Account Preferences

Account Preferences - Students

Profile **Students**

3 Add

My Students

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

1. Sam Smith

Add Student

Student Access Information

Student Name Kate

CBE Student ID 123456780

Access Key *****

Relationship Father

5 OK

4

myCBE PowerSchool

Welcome, [Name] | Help | Sign Out

Sam Kate

Navigation

- MyCBE
- Grades and Attendance
- Report Card
- Grade History
- My Schedule
- Attendance History

Account Preferences - Students

Profile Students

3 Add

My Students

✓ Changes Saved

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

1. Sam Smith
2. Kate Smith

Signing Out of Your Parent Portal Account

You can logout of your PowerSchool parent account in two ways:

- Click the **Sign Out** button in the upper right-hand corner of the parent portal screen.
- If you navigated away from the parent portal page to one of the CBE online applications, logging out of the online application will also log you out from the PowerSchool parent portal.

