



PowerSchool Parent Account Creation

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

Creating your parent account is a two-step process:

1. Creating the actual account with a username and password,
2. Linking at least one student to the 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.

What you need to create a Parent 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.

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

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.

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Creating a PWS Parent Account

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

1. Launch a web browser (Internet Explorer, Google Chrome, Safari or FireFox)
2. Go to the PowerSchool Student & Parent Portal URL:

<https://sis.cbe.ab.ca/public/home.html>

Note: CBE only supports Google Chrome and Safari browsers.

3. From the *Student & Parent Login* page, click the **Create Parent Account** button.



Student and Parent Sign In

Welcome to the Calgary Board of Education's *new* MyCBE / PowerSchool Portal.

Students: Your username is your CBE Student ID and your password is your CBE network password. If you are new to CBE, ask your teacher or school staff for your CBE Student ID and initial password.

Parents/Guardians: Please sign in with your new MyCBE / PowerSchool Parent Account. Your previous *My CBE Account* and *HomeLogic* username/password will no longer work. See [below](#) to create a new Parent Account.

Username	
Password	
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

Click here



Create Parent Account

4. If you already have your Access Key, click the **Create Parent Account** button.
5. On the *Parent Account Details* page, enter your personal information. All fields are **required**.



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Parent Account Details

2. Enter your personal information

First Name: Joe

Last Name: Smith

Email: Jsmith@gmail.com

Desired Username: Jsmith

Password: Better

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

Password must meet the listed criteria

- Enter your First Name
- Enter your Last Name
- Enter your Email address
- Enter a Desired Username. The Username can be any combination of letters, numbers, special characters and/or spaces.

For example: Joe, JSmith20, Joe_Smith, J@esmith, Joe Smith

- Enter a password. Your password **must** meet the listed criteria, otherwise you will not be able to proceed with your account creation. Make sure to note your 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

6. Now you need to link a student to your account. Please note that you cannot create your account without linking at least one student.

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Enter the CBE Student ID, Access Key, and Relationship for each student you wish to add to your Parent Account.

When entering your **Access Key**, it is best to copy and paste the complete number. Access keys are **case sensitive** and must be entered exactly as they appear in the email you received.

1

Student Name	Ethan
CBE Student ID	123456789
Access Key Example	XXY89Hs
Relationship	-- Choose -- Choose Father Mother Grandfather Grandmother Aunt

2

Student Name	
---------------------	----------------------

- a. Enter your student's name in the *Student Name* field. You can link up to 7 students to your account.
 - b. Enter the student's CBE ID.
 - c. Enter your student's Access Key.
 - d. Enter your relationship to the student from the *Relationship* drop down menu.
 - e. Click the Enter button (lower right corner of the screen) to create your account.
7. If your account has been successfully created, you will automatically be taken back to the *Student & Parent Login* page. Enter your username and password, and click **Sign In**.



Student and Parent Sign In

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Parents/Guardians: Please sign in with your new MyCBE / PowerSchool Parent Account. Your previous *My CBE Account* and *HomeLogic* username/password will no longer work. See [below](#) to create a new Parent Account.

Username	lsmith
Password	

Sign In



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Troubleshooting Account Creation

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



You must enter all required values

- 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.



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

- If you entered inaccurate student information or the information does not meet the specific field criteria, you will receive the above error message.

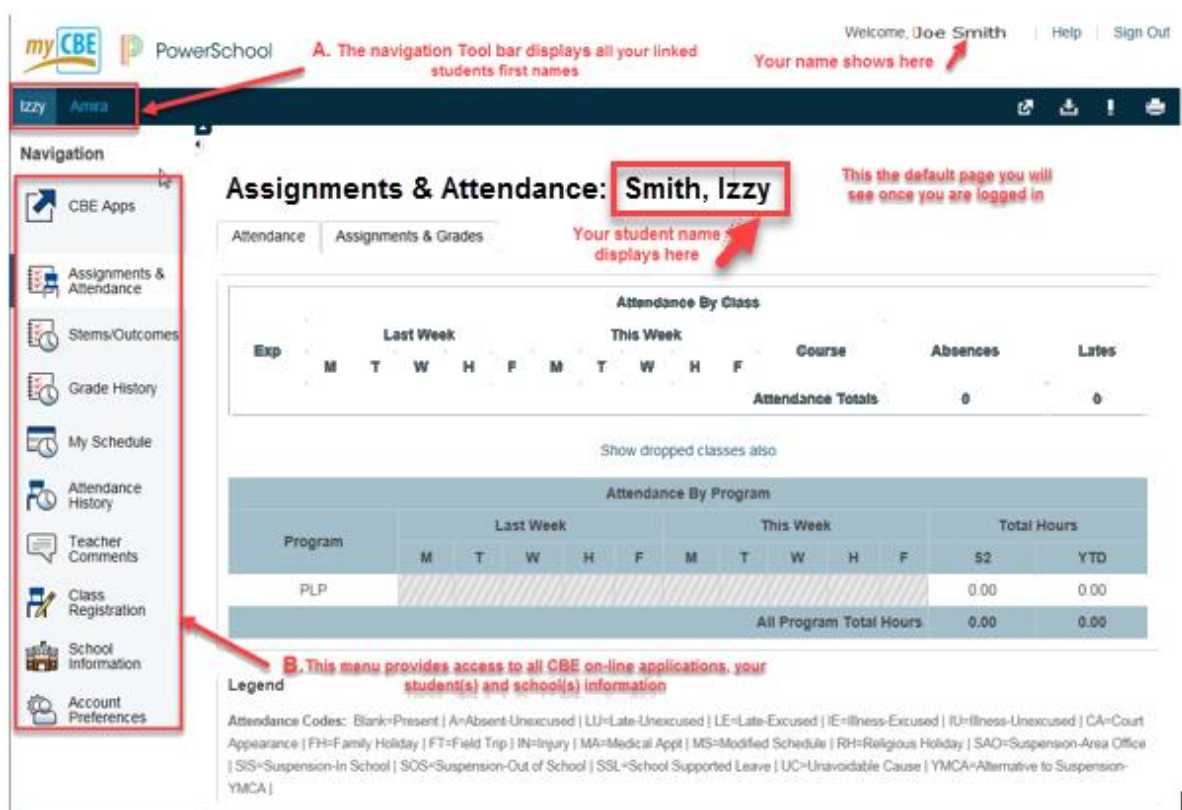
For example,

- If you entered the wrong CBE ID or Access Key.

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Parent Account Functionality

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



The screenshot shows the PowerSchool Parent Account interface. At the top, the navigation toolbar displays the user's name, 'Welcome, Joe Smith', and links for 'Help' and 'Sign Out'. Below the toolbar, the navigation menu on the left lists various options: CBE Apps, Assignments & Attendance, Stems/Outcomes, Grade History, My Schedule, Attendance History, Teacher Comments, Class Registration, School Information, and Account Preferences. The main content area displays the 'Assignments & Attendance' page for the student 'Smith, Izzy'. The page includes tabs for 'Attendance' and 'Assignments & Grades'. The 'Attendance' tab shows a table with columns for 'Exp', 'Last Week', 'This Week', 'Course', 'Absences', and 'Lates'. The 'Attendance By Class' table shows attendance for 'PLP' with a total of 0.00. The 'Attendance By Program' table shows attendance for 'PLP' with a total of 0.00. The 'Legend' section at the bottom provides interpretation of attendance codes.

A. The navigation Tool bar displays all your linked students first names

Your name shows here

This the default page you will see once you are logged in

Your student name displays here

B. This menu provides access to all CBE on-line applications, your student(s) and school(s) information

Legend

Attendance Codes: Blank=Present | A=Absent-Unexcused | LU=Late-Unexcused | LE=Late-Excused | IE=Illness-Excused | IU=Illness-Unexcused | CA=Court Appearance | FH=Family Holiday | FT=Field Trip | IN=Injury | MA=Medical Appt | MS=Modified Schedule | RH=Religious Holiday | SAO=Suspension-Area Office | SIS=Suspension-In School | SOS=Suspension-Out of School | SSL=School Supported Leave | UC=Unavoidable Cause | YMCA=Alternative to Suspension-YMCA

- The *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.
- The *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.
- *CBE Apps*: this link will provide access to all CBE online applications - D2L, Fees, Noon Supervisor, School Conferences, Transportation Registration, Fee Waivers,
- *Assignments & Attendance*: this link will provide two tabs. The *Attendance* tab provides access to real-time student attendance information. The *Legend* section at the bottom of the screen provides interpretation of attendance codes. The *Assignment & Grades* tab provides access to the student's current school term grades.
- *Grade History*: provides historical student grades for the previous school term.
- *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 to view course requests made by their student.



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- **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
- **Account Preferences:** provides parents with the ability to manage parent account information, including name, username, password and email address, as well as link additional students to their account.

Account Preferences

Account Preferences allows parents to manage their PWS portal account and link additional students, if necessary. There are two tabs – Profile and Students.

Changing your Username or Current Password

To edit your Username or Current Password, from the Profile tab, click the corresponding *edit* button to make changes.

Account Preferences - Profile

Profile Students

If you want to change the name, 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.

First Name: Joe

Last Name: Smith

Email: Jsmith@gmail.com

Select Language Select a Language ▼

Username: mshaat14@gmail.com 

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

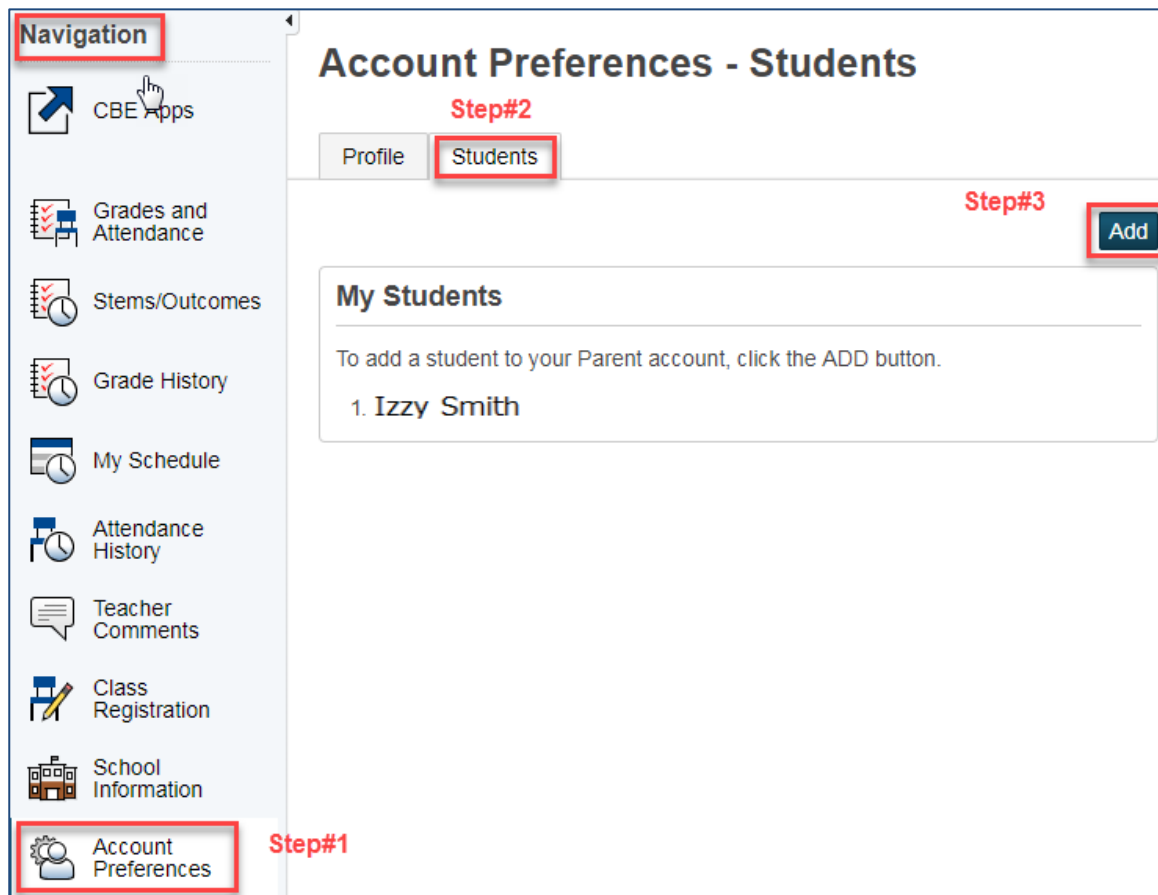
Edit button for username & password

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Linking an Additional Student to Your Account

Additional students can be linked to your parent account through Account Preferences.

After clicking the Students tab, click the *Add* button.



Navigation

- CBE Apps
- Grades and Attendance
- Stems/Outcomes
- Grade History
- My Schedule
- Attendance History
- Teacher Comments
- Class Registration
- School Information
- Account Preferences** (Step#1)

Account Preferences - Students

Step#2

Profile **Students**

Step#3 **Add**

My Students

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

- Izzy Smith

Fill in your student information in all fields. You must have your student's CBE ID and Access Key to link them to your account. Click **OK**.

Complete the form below once you have the required student information.

When entering your **Access Key**, it is best to copy and paste the complete number. Access keys are **case sensitive** and must be entered exactly as they appear in the email you received.

Student Access Information	
Student Name	Ethan
CBE Student ID	987654321
Access Key	
Relationship	Mother

Cancel **OK**



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If you successfully linked your student to your account, you will see the confirmation message and the new student's name listed under *My Students*.

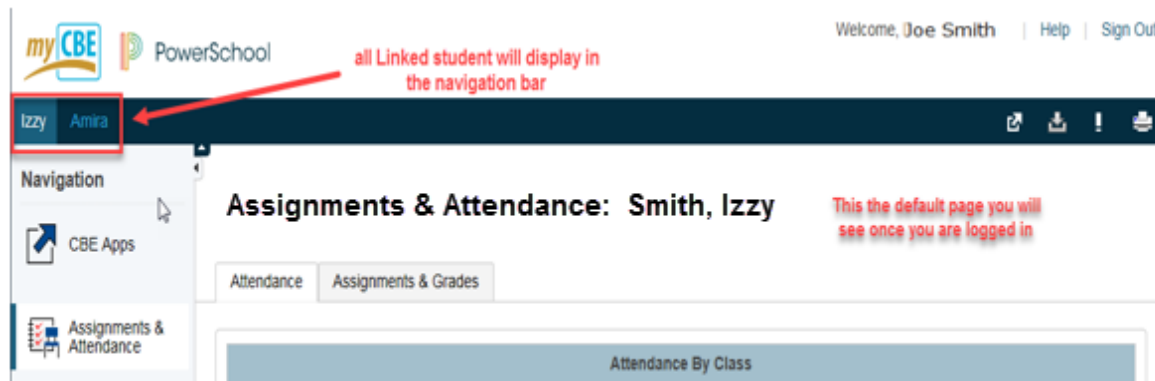
My Students



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

1. Izzy Smith
2. Amira Smith

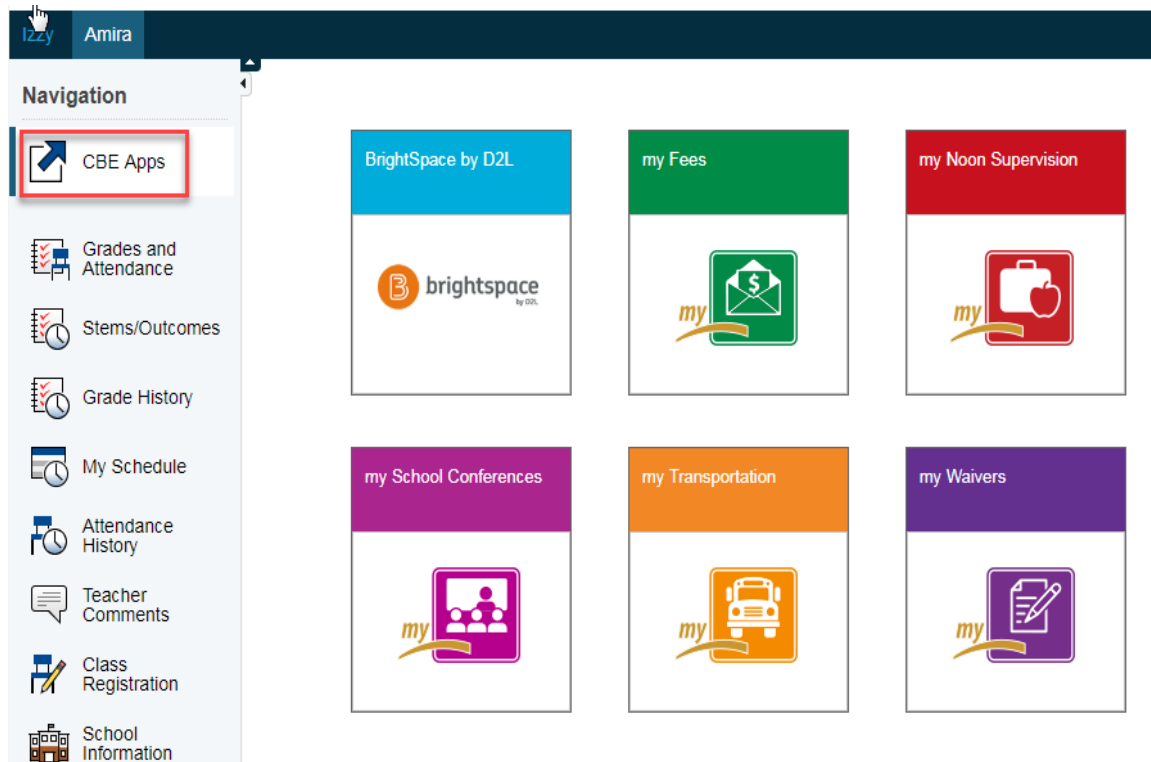
You'll also find your student's first name added on the Navigation Toolbar. Parents can easily switch between their students by clicking the student's name in the Navigation Toolbar.



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Accessing CBE Online Applications

The PWS parent portal provides access to all CBE online applications.



From Navigation menu, click the *CBE Apps* link. You'll be presented with the following application icons:

- Bright Space by D2L
- my Fees
- my Noon Supervision
- my School Conferences
- my Transportation
- my Waivers

To navigate to any one of the online applications, simply click the appropriate icon.

Once you have launched any one of the CBE online applications, you can return to the PWS parent portal page by:

- using your browser's back arrow  or
- clicking the *myCBE* logo in the upper left-hand corner 

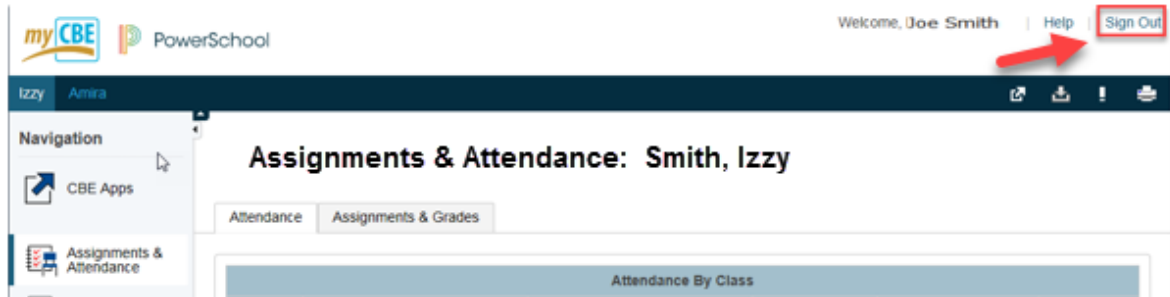


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Signing Out of Your Parent Portal Account

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

1. By clicking the *Sign Out* button in the upper right-hand corner of the parent portal screen.



2. 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 PWS parent portal.