



MyCBE: Accessing the Online Report Card

If your/your child's school has opted to use PowerSchool as a tool for communicating reporting information, you can access the online report card through the MyCBE/PowerSchool Portal at the end of each reporting period. The same reporting information that is found on a printed report card is presented on the online report card. Students and families are encouraged to use the MyCBE/PowerSchool Portal, rather than the PowerSchool App, to access reporting information. The online report card is not available through the PowerSchool App at this time.

- 1 Go to the MyCBE/PowerSchool Portal sign in page (<https://sis.cbe.ab.ca>). You can also access this page from the public CBE website (<https://www.cbe.ab.ca/>) or your school's website, by clicking on the MyCBE/PowerSchool link.

- 2 Enter your **Username** and **Password**.

- Students – use your CBE Student ID and CBE network password
- Parents/Guardians – use your MyCBE username and password that was created during parent account setup.

- 3 Click **Sign In**.

The MyCBE/PowerSchool Portal Sign In page offers account help for parents/guardians and students. Parents/Guardians must create a parent account before they can sign in.



Student and Parent / Legal Guardian Sign In

Welcome to The Calgary Board of Education's MyCBE / PowerSchool Portal. This is your gateway to access a number of supported technologies and tools at The Calgary Board of Education. For more details please refer to the [Need a Parent Account?](#) section below.

Student: 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.

Parent / Legal Guardian: Please sign in with your MyCBE / PowerSchool Parent Account. See [Need a Parent Account?](#) below to create a new Parent Account.

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.

3 **Sign In**

- 4 On the left-side Navigation menu, click on **Grades and Attendance**.
- 5 Click on the **Report Card** tab.
- 6 All available report cards for your student will be listed here. Click on the Report Card hyperlink to view the online report card.

Note | this information will only be available if the school has opted to use PowerSchool as a tool for ongoing communication.

The online report card will open in a new tab on your internet browser. You may now choose to print the report card or save it as a pdf.

The screenshot displays the MyCBE PowerSchool interface. At the top, the 'myCBE' and 'PowerSchool' logos are visible. Below the logos is a dark blue navigation bar. On the left, a 'Navigation' menu is open, showing options: 'MyCBE', 'Grades and Attendance' (highlighted with a red box and a blue circle with the number 4), and 'Grade History'. To the right of the navigation menu, the main content area is titled 'Report Card:'. Below this title are four tabs: 'Attendance', 'Assignments & Grades', 'Stems / Outcomes', and 'Report Card' (highlighted with a red box and a blue circle with the number 5). Below the tabs, a list of schools is shown, with 'Lord Beaverbrook High School' selected. Under this school, a link 'Y1 Report Card - open' is highlighted with a red box and a blue circle with the number 6.