



MyCBE: Student Course Requests

Use your MyCBE/PowerSchool account to enter student course requests. On the Course Management tab, you will be able to enter and edit course requests for next year. This page will be only be available at certain times of the year, once your next year school has opened course registration for your grade level.

Sign In

- 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**

Enter Course Requests

- 1 On the left-side Navigation menu, click on **Class Registration**.

On the Welcome page, you will see a message from your school about class registration. Below, you will see multiple registration sections that you must complete.

❗ This icon indicates that you need to select additional courses to request in this section.

✅ This icon indicates that all course request requirements have been fulfilled in this section.

- 2 To begin requesting courses, click on the pencil button  in the first registration section.

- 3 A pop-up menu will appear with course options. Select the course(s) you are requesting by placing a check mark in the box beside the course name.

Note | if a teacher has made a course recommendation, it will appear in the Alerts column.

Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
☒ English Language Arts 10-1	ELA1105		5		
☐ English Language Arts 10-1_cohort IB	ELA1105 H		5		
☐ English Language Arts 10-2	ELA1104		5		
☐ English Language Arts 10-4	KAE1780		5		
☐ English Language Arts 10_cohort ELL	ELA10E		0		

- 4 The alert at the bottom of the page will track how many courses you have selected. The red exclamation mark will change to a green check mark when all requirements have been fulfilled. Once you have selected the correct amount of courses, click **Okay** to continue.

- 5 The course(s) that you have selected will now appear on the main page. Repeat this process for each request section below by clicking on the pencil button.

Grade 10 English Language Arts All students must pick ONE English course depending on their program (IB or ELL) and/or Grade 9 mark (10-1/10-2/10-4) Number of requests to generate : 1	English Language Arts 10- ELA1105 - 5 credits	
Grade 10 Social Studies All students must pick ONE Social studies course depending on their program (IB/Regular/French Immersion. Please consider teacher recommendations and Grade 9 course marks when picking course level. Number of requests to generate : 1	Click the edit button to request a course ➡	5
Grade 10 Math Regular program and French immersion students may select only one of these math courses. Please consider your Grade 9 course mark and teacher recommendation when picking your course.	Click the edit button to request a course ➡	

- 6 Once you have completed all request sections, click **Submit** to save your requests.

Grade 10 Alternate Selections You must choose 2 alternate selections that are different than your elective choices. These are your secondary choices for your elective classes, which will only be scheduled if a primary elective has a scheduling conflict. Number of requests to generate : 1	Art 10_5 cr FNA14005 - 5 credits	Marketing & Mgmt 10 MAM190X - 5 credits	
Additional Requests Requests that are currently not associated with any requirement group.	Click the edit button to request a course ➡		
Requires between 40 and 50 credit hours. Requesting 40 credit hours. Requesting 0 additional credit hours.			

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7 The Course Requests page will appear with a list of all courses you have requested.

To make changes to your course requests, click **Class Registration** on the Navigation menu to return to the previous screen.

20-20 Course Requests: [Course Catalog](#)

Crs Num	Course	Type	Cr Hrs	Prerequisite Notes
1. ELA1105	English Language Arts 10-1	Required	5.00	
2. MAT1793	Mathematics 10-3	Required	5.00	
3. PED14455	Physical Education 10_5 cr	Required	5.00	
4. SCN1270	Science 10	Required	5.00	
5. SST1772	Social Studies 10-2	Required	5.00	
6. COMGD10XX	Graphic Design Intro	Elective	5.00	
7. FODC10	Foods Culinary Arts Intro	Elective	5.00	
8. LGS10XX	Legal Studies Intro	Elective	5.00	
Total Credit Hours Requested			40.00	
1. FNA14005	Art 10_5 cr	Alternate	5.00	
2. MAM199X	Marketing & Mgmt 10	Alternate	5.00	
Total Alternate Hours Requested			10.00	