



November 1, 2016

The Calgary Board of Education has developed a program which allows parents to book an interview/conference time using their computer.

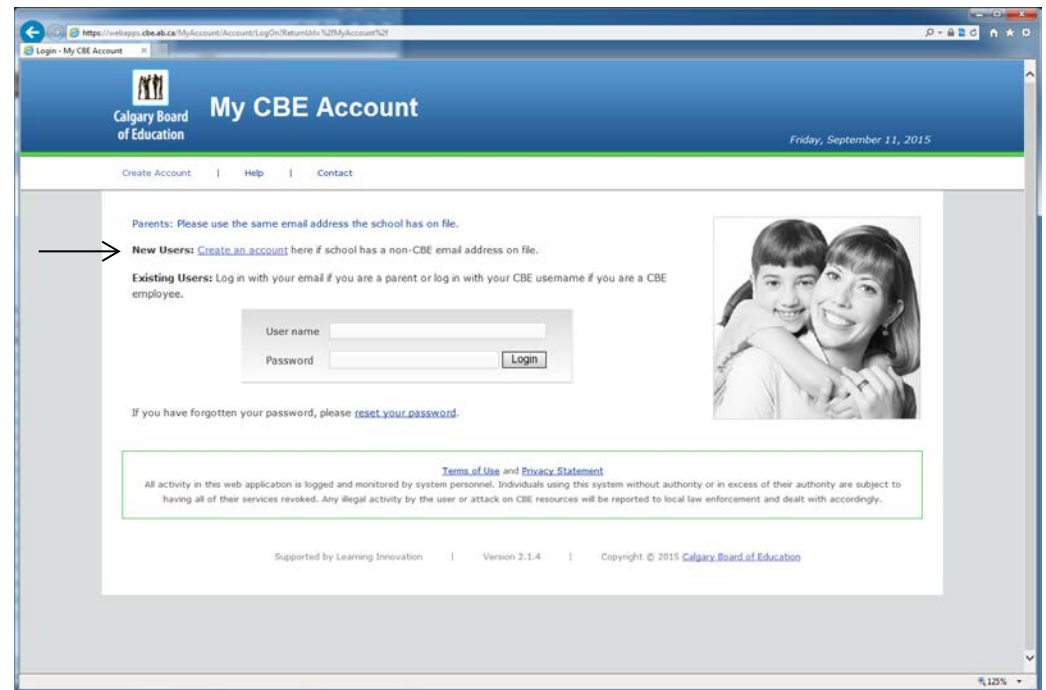
To begin you will need to take a couple of minutes to create your account. If you have used the system in the past you will not have to create an account, you will use the one you used last time.

Please click on the following link:

<https://webapps.cbe.ab.ca/MyAccount/Account/LogOn>

Create a CBE Account

This will take you to a screen that lets you set up an account so your conference booking is quick and easy to do. The email address you enter must be the one you have provided to the school. If you have not provided an email address, or it has changed, please call **Danielle Ah Fat or Toby Brodwin** at 403 777-7329 extension 0 to be updated.



Calgary Board of Education

My CBE Account

Friday, September 11, 2015

Create Account | Logon | Help | Contact

Create Your Account

Account Information

Once your registration has been submitted, a confirmation email will be sent to you. Please, click on the **Complete Process** link inside the email message to activate your new account.

Note: Fields marked with an * are required.

First Name: * Last Name: *


Login Information

Note: Parents: Please use the same email address the school has on file. Refer to the [Password Creation Tips](#) on how to create a secure password.

Email address: * Confirm email: *

Password: * Confirm password: *

Verification Code: *



Note: the characters are case-sensitive

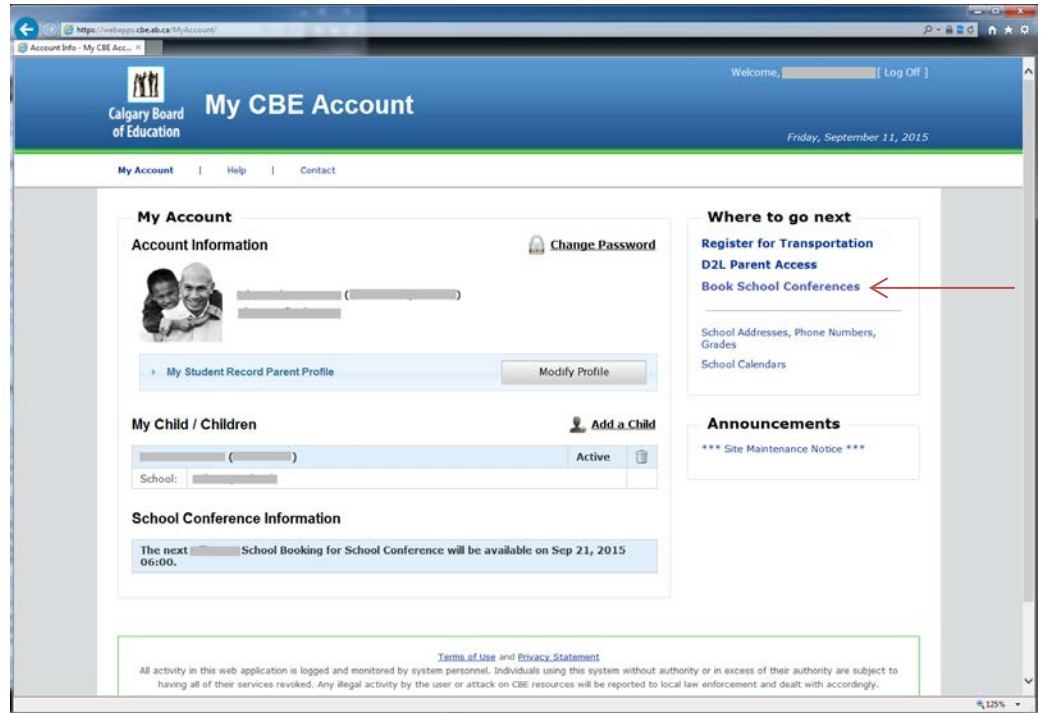
Once your account is created, you will receive a confirmation email.

In order to activate the account you must open the confirmation email and follow the instructions. This must be done within 24 hours.

Access the application

Once the account is created, log on from the CBE My Account webpage at <https://webapps.cbe.ab.ca/myaccount>

Click on the Book School Conference Link



Booking the Conference

Choose the Conference, for example Parent Teacher Conference Grade 1-6, and a list of teachers will appear on the left-hand side. Choose the appropriate teacher. Once you have chosen, you will be able to see all the available time slots and you can book in any open time slot by clicking on it. The open time slots have the white background. You may have to scroll down for evening booking time slots.

School Conferences Booking

Step 1: School and Conference Information

Select the school and then conference name:

School: [School] Conference: [Parent Teacher Conference Grade 000]

Conference Message (Optional):
Welcome to our first Parent Teacher Conference for the 2015-2016 school year. All conferences are in your child's classroom.

Step 2: Teacher and Conference Booking Information

Select the conference teacher:

To START a booking: Click an available booking timeslot. To MOVE an existing booking: Click your booked timeslot.

Available booking: [] Booked Conference: [] No Booking available: []

Teacher List:

Teacher Name	Top 15, Thursday	Top 16, Friday	Top 17, Thursday	Top 18, Friday
8:15 AM				
8:45 AM				
9:00 AM				
9:15 AM				
9:30 AM				
9:45 AM				
10:00 AM				
10:15 AM				
10:30 AM				
10:45 AM				
11:00 AM				
11:15 AM				
11:30 AM				
11:45 AM				
12:00 PM				
12:15 PM				
12:30 PM				
12:45 PM				
1:00 PM				
1:15 PM				

Select multiple teachers at once

To book a time, click on a white cell for your desired time

Conference Booking Details: 9/18/2015 8:30 AM - 8:45 AM

* A red asterisk means the field is required.

*Student Name: []

To BOOK a conference:
Enter all required data and click the **Book Conference** button.

[Book Conference] [Cancel]

Enter (or select) your child name then press "Book Conference"

The schedule will be updated with your child's name. Only you can see the name. Other parents will only see the light blue background meaning the time is not available for booking.

4:10 PM	
4:20 PM	
4:30 PM	
4:40 PM	
4:50 PM	
5:00 PM	

An email confirmation is also sent to you.
Please look for the sender as schoolconference-noreply@cbe.ab.ca.



Change your booking time

Log on to the application as specified earlier in this document. Select the teacher then click your original booking you would like to modify (move or cancel or delete).

Conference Booking Details:

* A red asterisk means the field is required.

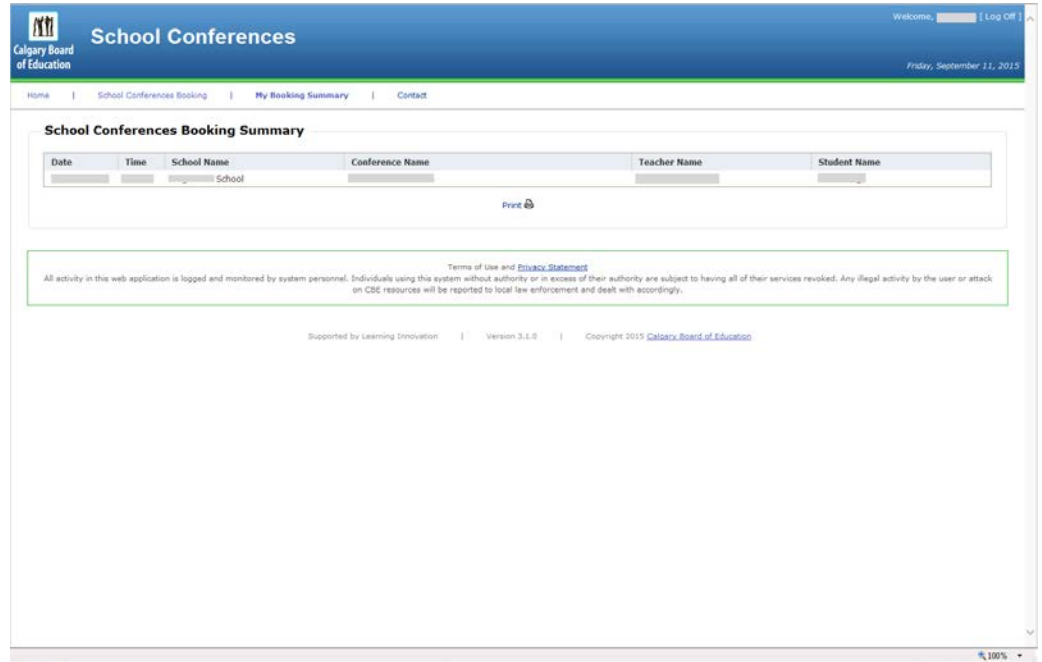
*Student Name:

To MOVE the Selected Booking to a New Time:
Click the **Move Booking** button and select an available timeslot.

An email confirmation will be sent to your email account.
Please look for the sender schoolconference-noreply@cbe.ab.ca

Access your booking summary

Log on to the application as specified earlier in this document. Select My Booking Summary from the top menu. You are able to view it online or print it out as needed.



The screenshot shows the 'School Conferences Booking Summary' page. At the top, there is a blue header with the Calgary Board of Education logo and the text 'School Conferences'. A navigation menu includes 'Home', 'School Conferences Booking', 'My Booking Summary', and 'Contact'. The main content area features a table with the following columns: Date, Time, School Name, Conference Name, Teacher Name, and Student Name. Below the table is a 'Print' button. A disclaimer box contains the text: 'Terms of Use and Privacy Statement. All activity in the web application is logged and monitored by system personnel. Individuals using this system without authority or in excess of their authority are subject to having all of their services revoked. Any illegal activity by the user or attack on CBE resources will be reported to local law enforcement and dealt with accordingly.' At the bottom, there is a footer with the text: 'Supported by Learning Innovation | Version 3.1.0 | Copyright 2015 Calgary Board of Education'.

No access to a computer or mobile device...

If you do not have access to a computer, or are having difficulties, please feel free to give Toby Brodwin or Danielle Ah Fat at 403 777-7329 extension 0.