

MyCBE | Student Course Requests



learning | as unique | as every student

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Document Revision History

Release Date	Comments
May 2021	Document creation
May 2025	Updated screenshots. Added cover page, table of contents and document revision history page; minor edits to content

Use a MyCBE account to enter student course requests. On the Course Registration link, course requests for next school year can be entered or edited. This page will only be available at certain times of the year, once the next year school has opened course registration for the specific grade level.

Sign In

- 1 Go to the [MyCBE portal sign in](#) page.
This page can also be accessed from the [public CBE website](#) or your school's website, by clicking on the MyCBE link.
- 2 Enter **Username** and **Password**.
 - Students – enter your Student CBE ID and password.
 - Parent / Legal Guardian – use your MyCBE username and password that was created during parent account setup.
- 3 Click **Sign In**.


The MyCBE portal Sign In page offers account help for parents/guardians and students.
[Note](#) | Parents/Guardians must create a MyCBE account before they can sign in.
- 4 Parents / Legal Guardians must create a MyCBE account before they can sign in by clicking on **Create a MyCBE Account**.


The screenshot shows the MyCBE portal sign-in interface. At the top, there are two navigation links: 'MyCBE' (labeled 1) and 'MyCBE' (labeled 1). The 'MyCBE' link is described as 'Register for services, pay fees, view academic information and book school conferences'. Below these links is the main sign-in area. It features the 'my CBE' logo and the 'PowerSchool' logo. The title is 'Student and Parent / Legal Guardian Sign In'. There are two input fields: 'Parent or Legal Guardian Username / Student CBE ID' (labeled 2) and 'Password' (labeled 2). A red box highlights these two fields. To the right of the password field is a green 'Sign In' button (labeled 3). Below the sign-in fields, there are links for 'Forgot Parent Account Username or Password?' and 'Don't have a MyCBE Account yet?'. The 'Don't have a MyCBE Account yet?' link is highlighted with a red box and labeled 4. At the bottom, there is a 'Help' section with links for 'See MyCBE Terms and Conditions', 'Parents and Legal Guardians' (including 'MyCBE Online Help' and 'Parent Account Help | 403-817-6373'), and 'Students' (including 'MyCBE Online Help' and 'Student Password Hub').

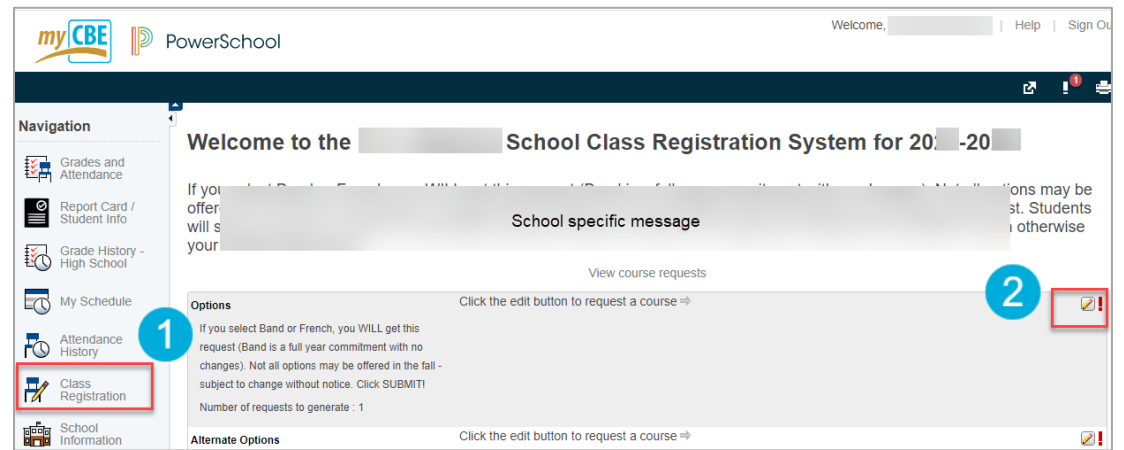
Enter Course Requests


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

On the Welcome page, there will be a school specific message about class registration. Below, there will be multiple registration sections to complete.

 This icon indicates the need to select additional course requests in this section.

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

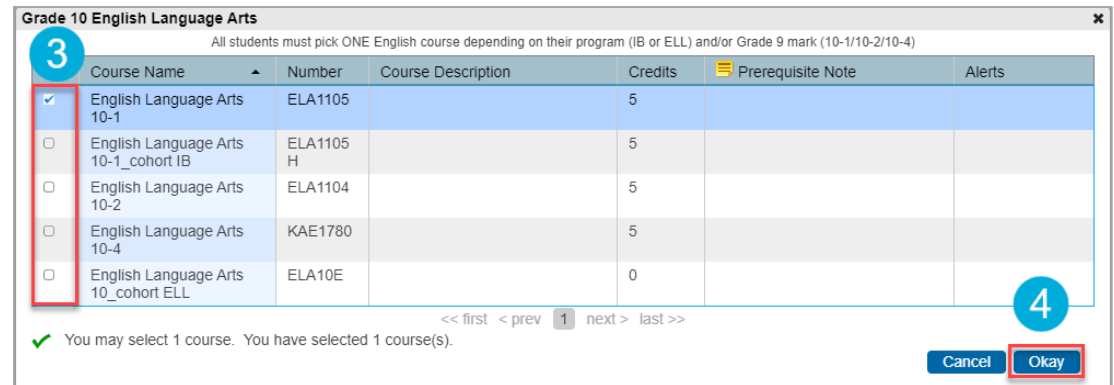


- 2 To begin requesting courses, click on the pencil button  in the first registration section.

- 3 A pop-up menu will appear with course options. Select course request(s) 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.

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









	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input checked="" type="checkbox"/>	English Language Arts 10-1	ELA1105		5		
<input type="checkbox"/>	English Language Arts 10-1_cohort IB	ELA1105 H		5		
<input type="checkbox"/>	English Language Arts 10-2	ELA1104		5		
<input type="checkbox"/>	English Language Arts 10-4	KAE1780		5		
<input type="checkbox"/>	English Language Arts 10_cohort ELL	ELA10E		0		

<< first < prev 1 next > last >>






 You may select 1 course. You have selected 1 course(s).

Cancel Okay

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

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 all request sections are completed, 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 MAM199X - 5 credits	 
Additional Requests Requests that are currently not associated with any requirement group. Requires between 40 and 50 credit hours. Requesting 40 credit hours. Requesting 0 additional credit hours.	Click the edit button to request a course ⇒	 	6 

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

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

Navigation

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

20--20 Course Requests: [REDACTED]

[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	