Set up your account

To access our network such as your CBE computer, email, the intranet and other digital resources you will need a CBEORG account username and password.

It will take about two business days from the time you receive your Employee ID number to have your account created.

To get a username and password:

- Help Desk at 403-817-7777 - Option 1
- Have your Employee ID ready to confirm your identity
- Say you are a new employee and that you require a username and password

The Help Desk will supply you with a username and temporary password, which then allows you to log onto a networked computer and change your password.

Changing your password

Passwords must adhere to specific criteria.

Your password can be a short sentence like “I8afrog!” or “Fun4me28”.

Your CBEORG password will expire and need to be reset every 90 days, for security purposes.

Remember not to share your password with others. It’s private and lets you access your personal work, pay information and much more.

Set up your password recovery

Once you have set your password, go to the Self-Service Password Tool to create a profile. This will allow you to recover a forgotten password in the future without Help Desk assistance. The tool is available 24 hours a day, 7 days a week, year-round.

Click Self-Service Password Tool, select “For CBE Teachers and Staff” then log into “Setup/Edit My Profile”:

Set up your password recovery

Follow the instructions to set up your profile.

Note: we recommend using the third-party email method for password recovery. It is simple and very reliable.