Calgary Board of Education

Introduction

This quick reference guide provides details on how to complete the initial account set up for new hires.

Step 1: Get your username and temporary password

- **Wait 2 days after receiving your employee ID and then contact the Service Desk to obtain your CBE username and temporary password.**

- **Important:** If you do not wait the 2 days, the Service Desk will be unable to provide you with your username and temporary password as your account takes two days to be created.

- To access the CBE network and technical resources you will need a username and password. It will take 2 business days from the time you receive your employee ID to have your account created.

- To obtain your username and temporary password:

  > contact:
  > **Service Desk**
  > **t |403-817-7777 - Option 1**

- Ensure you have your Employee ID with you at the time of the call as your ID will confirm your identity.

- Advise the Service Desk Analyst that you are a new employee and that you require a username and password. The Service Desk will supply you with a new temporary password.

Step 2: Change your temporary password

- The temporary password given to you by the Service Desk will need to be changed before you can access CBE Resources. How to change your temporary password depends:
  - **Personal Device:** Visit https://password.cbe.ab.ca/ and select change Password.
  - **CBE Device at CBE Location:** Log into a CBE computer using the credentials provided by the Service Desk. You will be prompted to change your password.

- Password Tips:
  - Your password must be between 12 and 32 characters long
  - Your password can be a sequence of words, a sentence, phrase or even an adage that only makes sense to you. Example: I love green colored ice cream

Step 3: Set up Two-Factor Authentication (2FA)

- Once you have changed your password from the temporary password you were given by the Service Desk, you will need to visit https://2fa.cbe.ab.ca to register and setup your Two- Factor Authentication.
  - **Choose New Users:**