

DOUGLAS HARKNESS SCHOOL PARENTS

Legal Guardians, please complete two forms in SchoolEngage:

1. Demographic Verification Form
2. Annual Authorization Form

To complete the Demographic Verification Form and the Annual Authorization Form:

- Log into your MyCBE Account: <https://sis.cbe.ab.ca/public/home.html>

The screenshot shows the 'Student and Parent / Legal Guardian Sign In' page. It features a login form with fields for 'Parent or Legal Guardian Username / Student CBE ID' and 'Password', followed by a 'Sign In' button. Below the login form are links for 'Forgot Parent Account Username or Password?' and 'Don't have a MyCBE Account yet? Create a MyCBE Account'. A 'Help' section provides links to 'See MyCBE Terms and Conditions', 'Parents and Legal Guardians' (including 'MyCBE Online Help' and 'Parent Account Help | 403-617-6373'), and 'Students' (including 'MyCBE Online Help' and 'Student Password Hub'). At the bottom, a message states: 'Only Legal Guardians may have access to this student's forms. Contact the school if you believe this is incorrect.'

- Click on **SchoolEngage**, there are 3 ways:

The screenshot shows the MyCBE dashboard. Three ways to access SchoolEngage are highlighted with red boxes and numbered: 1. The 'Online Forms and School Registration' tile in the center. 2. The 'Online Forms and School Registration' link in the left navigation menu. 3. The 'SchoolEngage' link in the 'Applications' table on the right. The 'Applications' table lists various services like 'Brightspace by CBL', 'Online Classroom for Grades 5 - 12', 'Fees, Waivers and Service Registration', 'my School Conferences', and 'SchoolEngage'.

- Select your student(s):

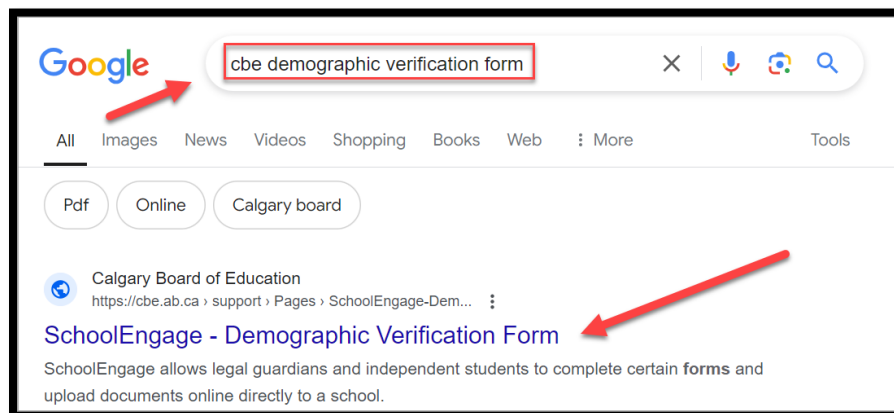
The screenshot shows a dark button with a graduation cap icon and the text 'Students'. A red circle with the number '2' is overlaid on the button, indicating the second step in the process.

- Click on the **Annual Student Forms**. You will see both the Demographic Verification Form and the Annual Authorization Form.

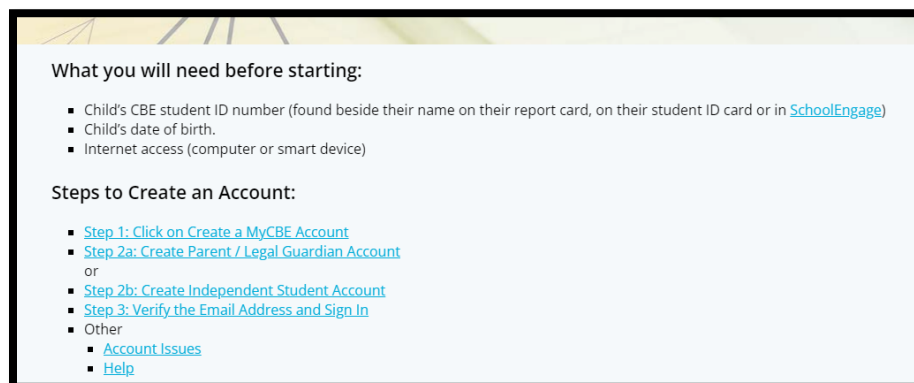
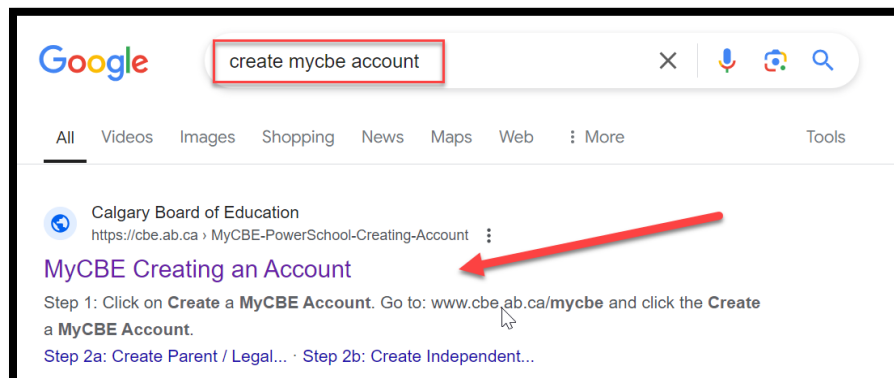
The screenshot shows a green button with a downward arrow icon and the text 'Annual Student Forms'.

Technical Support (video):

For Technical Support and to **watch a video** on how to complete the **Demographic Verification Form**, google “cbe demographic verification form”. Then click on the SchoolEngage - Demographic Verification Form.



If you don't have a MyCBE Account, you will need to create one:



Please contact Douglas Harkness Main Office if you have any questions.