

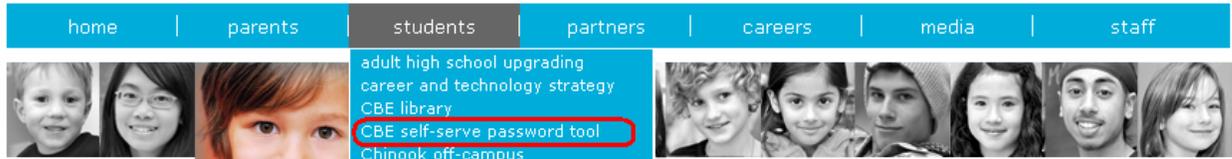


CBE Self-Serve Password Tool CBE Students

I need to change my existing password



1. Use a computer with internet access
2. Go to <http://www.cbe.ab.ca> and put your mouse over **Students**
3. You will see a dropdown box, click **CBE Self-Serve Password Tool**



4. Click on the picture **For CBE Students**

For CBE Students

[Click Here...](#)



5. Click on the link in the second section of the page

Change my Password:

You know your current password, but you want to change it to something different.

Continue



CBE Self-Serve Password Tool CBE Students

6. You will see this page

Change my password

You can use this page to change your CBE account password!

<p>Create a new password</p> <p>CBE Username: <input type="text"/></p> <p>Old Password: <input type="password"/></p> <p>New Password: <input type="password"/></p> <p>Confirm New Password: <input type="password"/></p>	<p>Remember not to share your password with others. It's private and lets you access your personal work.</p> <p>Password Tips</p> <p>Do not reuse previously used passwords.</p> <p>Try to make your password at least 7 letters long.</p> <p>Your password can be a short sentence like "I8afrog" or "Fun4me2"</p> <p>Do no use space in your password.</p> <p>You can use:</p> <ul style="list-style-type: none">• capital letters like A, B, C• lowercase letters like a, b, c• numbers like 0, 1, 2, 3• special characters like \$, #, %
<p>Change my password</p> <p><input type="button" value="Change Password"/></p>	

7. Enter your Student ID as the CBE username

8. Enter your current password for Old Password. If you don't know your current password then you need to talk to your teacher, or use the "Get a new CBE password" area of this tool.

9. Enter a new password.
Enter it again to confirm it then click "Ok"

Your password is now changed!