



### Setting up my Profile

### In case I forget my 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. Enter your student ID and current password, then click **Continue**

### Setup/Edit my Profile:

You want to setup your profile so you can reset your own password in the future.

CBE Username:

CBE Password:

Continue

6. You then have 2 options for resetting your password:  
Option 1: Use profile questions and answers, or  
Option 2: Use an external email address.  
Please choose 1 of these options



### Option 1: Use profile questions and answers

- a. Click the checkbox if you wish to use this option.

#### OPTION 1: Select your profile questions and type in your answers

I want to use this profile questions and answers to reset my password

- b. Select 5 profile questions and provide answers that you will remember. These are the questions and answers you will be asked later if you forget your password. Answers are NOT case sensitive.

What is your mother's maiden name?	Cancel
CBE	
What is the name of your very first pet?	Cancel
Self	
What is the street name where you lived when you were 10 years old?	Cancel
Serve	
What was your first vehicle?	Cancel
Password	
What city were you born in?	Cancel
Reset	

- c. You can skip this step, or enter a non CBE e-mail address to let you know if something out of the ordinary is occurring.

#### [Optional] Tell me when my password has been changed or reset

A message will always be sent to your CBE email if your password is ev address, enter it below:

myemail@yahoo.ca

- d. Click **Save**

#### Save your profile

Save

Exit



OR

**Option 2: Use an external (non-CBE) email address**

- a. Click the checkbox if you wish to use option 2.

**OPTION 2: Setup my profile using an external email address**

I want to use this email to reset my password

- b. Enter an external (non-CBE) email address.

**External email address:**

- c. Click **Save**

**Save your profile**

Save

Exit

If you have completed the form without errors, the following message will appear

Your profile has been saved successfully.

If you do not see this message, you might be missing some information. Common errors are:

- You have not answered all five profile questions (option 1)
- You have entered in a CBE email address instead of an external email address (option 1 & 2)

Please correct your error, then click save.