

How to Order your Yearbook from Peter Lougheed School:

1. Go to **PowerSchool** and log in to **MyCBE**



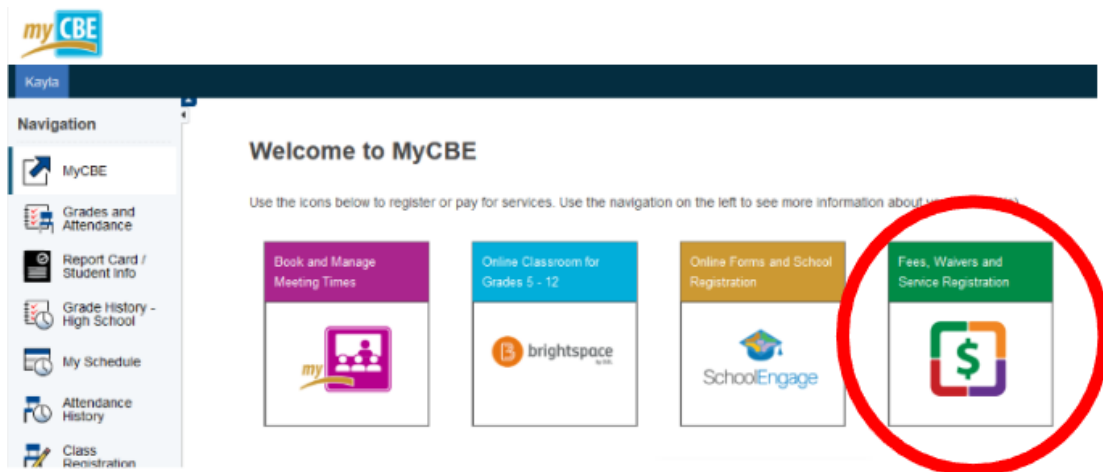
Student and Parent / Legal Guardian Sign In

Parent or Legal Guardian
Username / Student CBE ID

Password

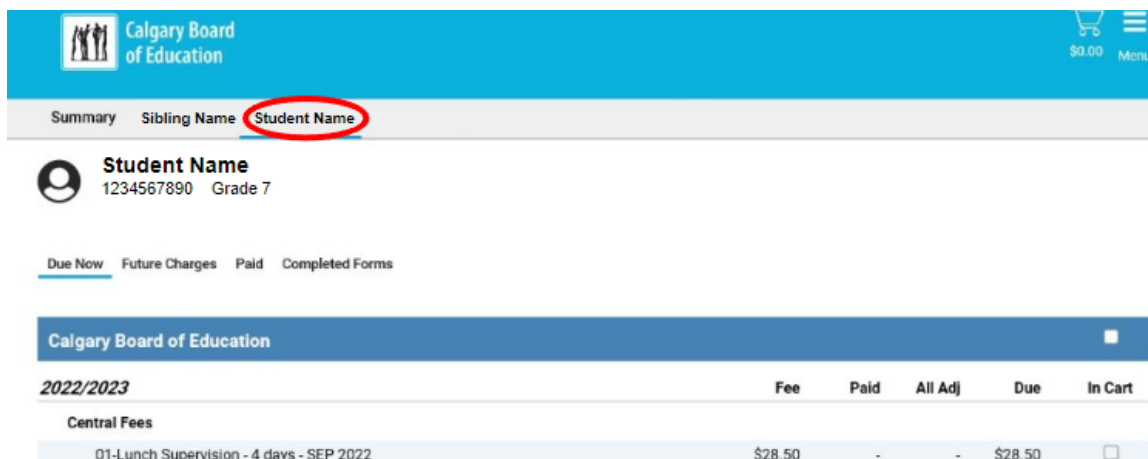
[Sign In](#)

2. Click on the Green Box labeled **Fees, Waivers, and Service Registration**



The screenshot shows the MyCBE welcome page. On the left is a navigation menu with options like MyCBE, Grades and Attendance, Report Card / Student info, Grade History - High School, My Schedule, Attendance History, and Class Registration. The main area is titled 'Welcome to MyCBE' and contains four service icons: 'Book and Manage Meeting Times', 'Online Classroom for Grades 6 - 12' (with a brightspace logo), 'Online Forms and School Registration' (with a SchoolEngage logo), and 'Fees, Waivers and Service Registration'. The 'Fees, Waivers and Service Registration' icon, which features a dollar sign inside a green box, is circled in red.

3. Click on the **Student Name** you are purchasing a Yearbook for



The screenshot shows the 'Student Name' page on the Calgary Board of Education website. The page has a blue header with the Calgary Board of Education logo and a shopping cart icon showing \$0.00. Below the header is a navigation bar with 'Summary', 'Sibling Name', and 'Student Name' (which is circled in red). The main content area shows the student's name 'Student Name', ID '1234567890', and grade 'Grade 7'. There are tabs for 'Due Now', 'Future Charges', 'Paid', and 'Completed Forms'. Below this is a table for the '2022/2023' school year, showing fees for 'Central Fees'. The table has columns for 'Fee', 'Paid', 'All Adj', 'Due', and 'In Cart'.

2022/2023	Fee	Paid	All Adj	Due	In Cart
Central Fees					
01-Lunch Supervision - 4 days - SEP 2022	\$28.50	-	-	\$28.50	☐

4. **Scroll down** to the bottom of the page and click **School Based Optional Fees**, then click on **School Store Sale- Yearbook**

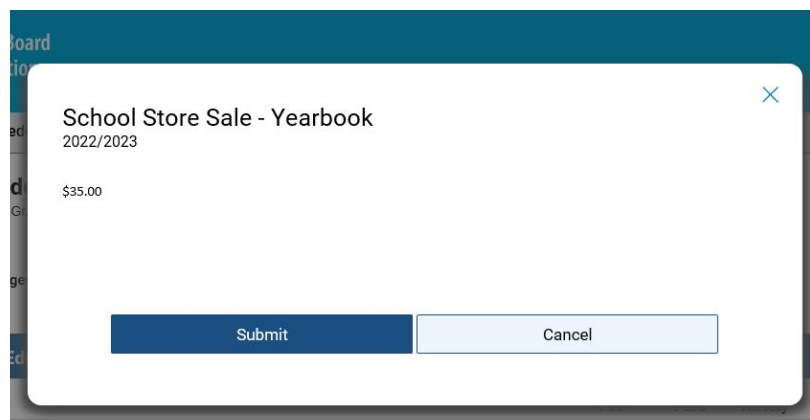
2022/2023	Fee	Paid	All Adj	Due	In Cart
School Based Fees					
Field Trip - Science Experience - Telus Spark	\$4.00	-	-	\$4.00	☐
Total:	\$4.00	\$0.00	\$0.00	\$4.00	\$0.00

Transportation Forms 2022/2023 Lunch Supervision Central Waiver **School Based Optional Fees** General Forms

School Store Sale -
Apparel - Gym Strip -
Sweatpants
2022/2023

School Store Sale -
Yearbook
2022/2023

5. Click **Submit** to proceed to add Yearbook purchase to your **cart**



6. Click on box to **Checkmark** and add purchase to your cart

Calgary Board
of Education

\$35.00

Menu

Fees will be added to accounts throughout the school year, please check your account regularly. Email reminders are sent on a regular basis, please make sure you check your junk/spam folders.

In Using the CBE Fees and Services System: I understand and consent to receiving fees and services notices electronically. I understand that any information provided in this system will be treated accordance with the FOIP Act, and used only for the purpose intended. I understand that if I no longer want to receive information electronically from this system, I must contact Student Fees and request removal of my contact information. I understand and agree to the [CBE Fees, Sales and Services Terms and Conditions](#).

If you wish to donate to the CBE, please visit [EducationMatters Donation web page](#).

[Due Now](#)

[Future Charges](#)

[Paid](#)

[Completed Forms](#)

☐

2022/2023	Fee	Paid	All Adj	Due	In Cart
Goods / Services					
School Store Sale - Yearbook	\$35.00	-	-	\$35.00	☒

7. Acknowledge Terms and Conditions, then **click on Shopping Cart Icon** for checkout

**Calgary Board
of Education**



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[Due Now](#) [Future Charges](#) [Paid](#) [Completed Forms](#)

☐

2022/2023

	Fee	Paid	All Adj	Due	In Cart
Goods / Services					
School Store Sale - Yearbook	\$35.00	-	-	\$35.00	

8. Select Payment Method, Type in Information, and Click Submit

Total Amount
\$35.00

Payment Options
If you are unable to make a full payment at this time, you can make a partial payment.
[Partial Payment](#)

Payment Method
☒ Credit Card

☐ INTERAC® Online

Pay by Credit Card
Cardholder Name

Credit Card Number

Expiration Date
01 (Jen) | 12 | 2023
CVD (# on back of card)

Payment Amount: **\$35.00 CDN**
[Cancel](#) [Submit Payment](#)

Name

2022/2023	Due	Pay
Goods / Services		
School Store Sale - Yearbook	\$35.00	\$35.00
Total:	\$35.00	\$35.00

Finished! Thank you for your purchase!