Step 1: Initial Password Setup

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 if you are on a personal device or at a CBE location on a CBE device.

From Home: 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 then be prompted to change your password.

Password Tips:

- Your password must be at least 8 characters long
- Your password can be a short sentence

You must use at least 3 of these 4 options:

- ✓ capital letters like A, B, C
- ✓ lowercase letters like a, b, c
- ✓ numbers like 0, 1, 2, 3
- ✓ special characters like $, #, %

Step 3: Employee Password Tool

Once you have set your initial password up, go to the Employee Password Tool to create a profile for yourself which will allow you to recover a forgotten password in the future without Service Desk assistance. It's not that we don't want to help you, we would just rather help you help yourself.
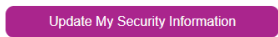
To set up your profile click the following link: https://password.cbe.ab.ca/

Choose Update My Security Info:

Update My Security Info
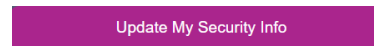
You want to set up your password reset security information so you can reset your own password in the future.

Update My Security Information

Step 4: Two-Factor Authentication

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. You will need your username, your password and your Two-Factor Authentication setup to be able to access CBE Applications.

Choose New Users:

New Users
Set up your account.
Begin your enrolment in Duo.
Get Started