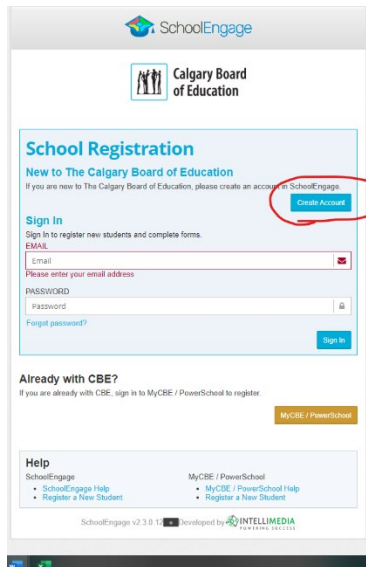


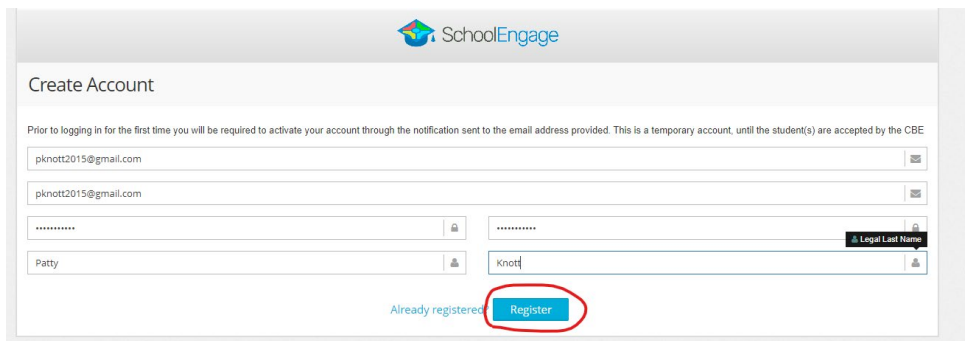
1. Log into or Create a SchoolEngage account at

<https://schoolengage.cbe.ab.ca/#/login>



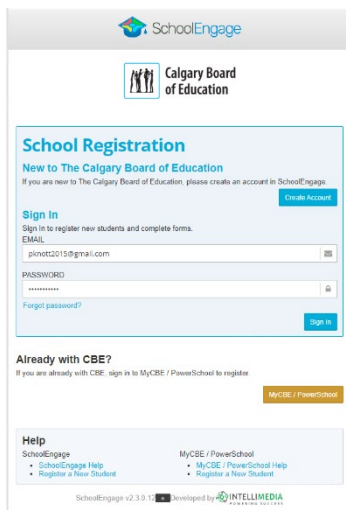
The screenshot shows the SchoolEngage login and registration page for the Calgary Board of Education. At the top, there is a header with the SchoolEngage logo and the Calgary Board of Education logo. Below this, the page is titled "School Registration" and "New to The Calgary Board of Education". It instructs new users to create an account. A red circle highlights the "Create Account" button. Below this, there is a "Sign In" section for existing users, with fields for "EMAIL" and "PASSWORD". A "Sign In" button is at the bottom of this section. Further down, there is a section for users already with CBE, with a "MyCBE / PowerSchool" button. At the bottom, there is a "Help" section with links to "SchoolEngage Help" and "MyCBE / PowerSchool Help".

2. Verify your account with email sent to you.



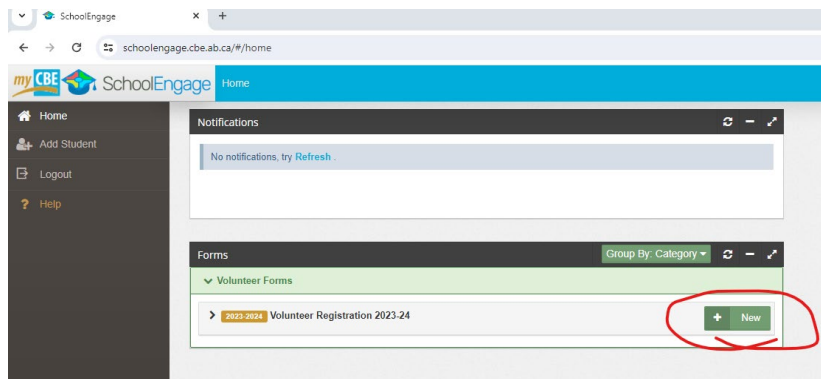
The screenshot shows the "Create Account" page. It includes a note about account activation via email. There are input fields for "Email" (pknott2015@gmail.com), "Password", and "Confirm Password". Below these, there are fields for "First Name" (Patty) and "Last Name" (Knott). A red circle highlights the "Register" button. At the bottom, there is a link for "Already registered?".

3. Log into your account.



This screenshot is identical to the one in the first block, showing the SchoolEngage login and registration page. It highlights the "Create Account" button with a red circle.

4. Landing page after sign in, click the “new” button:



5. Fill out the fields, upload necessary documents, digitally sign by typing your name two times and click Submit.

A Police Information Check is required before a volunteer position is confirmed.  
[You will need **TWO** pieces of government issued identification, one with a photo.]

As a volunteer monitor, we would like to advise you of the following conditions:

1. Confidentiality is of the utmost importance in the school setting in order to ensure that the dignity and worth of students, parents, volunteers and school staff is honored.
2. Any information collected, used, generated, and stored by the Calgary Board of Education including student, instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
3. You may not disclose, communicate, publish, take, alter copy, interfere with, or destroy any information unless you are specifically authorized to do so by the teacher or principal.
4. You must notify the principal of any new criminal charges at the time the charge is made.
5. The teaching and administration staff is responsible for student learning and discipline.
6. School administration, teaching, and support staff have specific roles to play and it is important that the staff of a school operate as a team.
7. You as a volunteer monitor can assist greatly in enhancing student learning by working positively and cooperatively with the school team.
8. Any failure to comply with these conditions or Calgary Board of Education [Administrative Regulation 5003 Volunteers](#) may result in termination of your position as a volunteer.

By signing this volunteer registration form, I am agreeing to the conditions outlined.

Volunteer Name \*

Volunteer Signature \*

Signed on: 02/28/2024 09:43 AM

6. When the school staff has completed the process, the status of your application will be “awaiting clearance”.

7. The school will email you a PDF copy of the Police Information Check (Pic) letter. You can take this letter to the police station or you can complete the transaction online.

8. More information can be found on CBE’s website <https://cbe.ab.ca/get-involved/volunteer/Pages/volunteer.aspx>.

Thank you for volunteering. We appreciate all our volunteers and your involvement with our student success.