

Instructional guide to create parent portal account in Mozaik

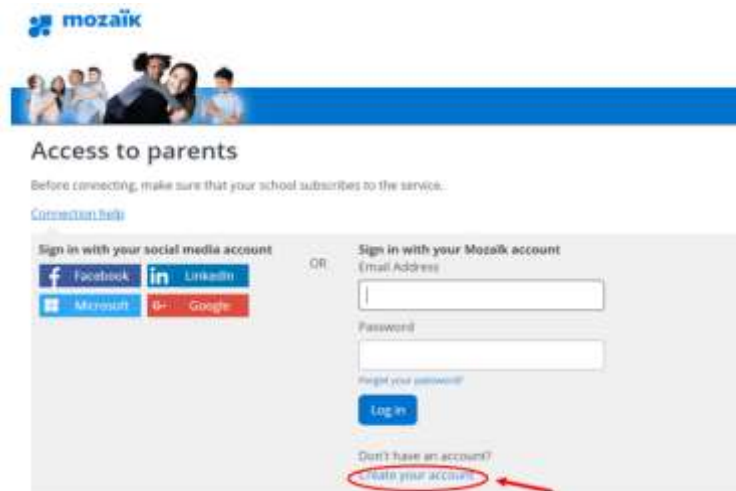
Before creating your parent account, you will require the email address that you provided to the school as well as your child's ID number/permanent code. This information can be found on your child's report card.

Creating your account:

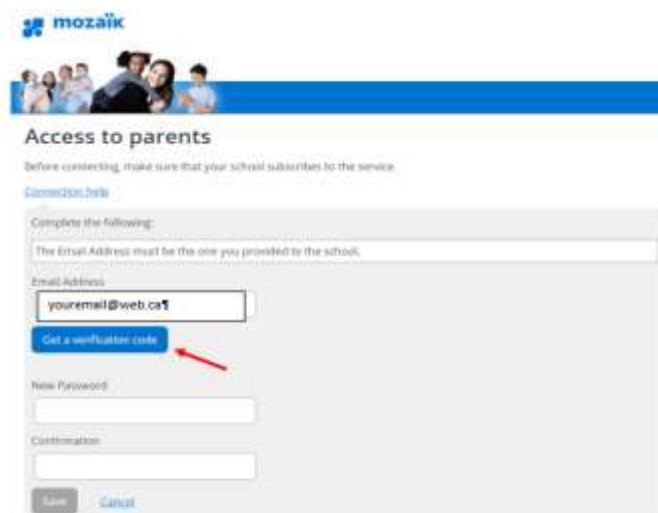
1. Open your Internet browser and proceed to the following website: **portailparents.ca**
2. Click on the blue **“Log in”** button located at the top right corner.



3. Click on **“Create your account”**.



4. In the **“Email Address”** box, enter your email address.
5. Click on **“Get a verification code”**. The code will be sent to the email address you entered.



**Do not close this page while you retrieve the verification code that was sent to you.
The verification code is time sensitive and will expire after several minutes.
If the email from Mozaik is not in your inbox, please verify your junk mail.**

6. Enter the code received in the “Verification code” box.
7. Click on “Verify code” button.

The screenshot shows the Mozaik 'Access to parents' page. At the top, there is a Mozaik logo and a banner with a family photo. Below the banner, the text reads 'Access to parents' and 'Before connecting, make sure that your school subscribes to the service.' There is a link for 'Connection help'. The main form area is titled 'Complete the following:' and contains several fields: a note 'The Email Address must be the one you provided to the school.', an 'Email Address' field with 'youremail@web.ca', a 'Verification Code' field with 'Enter the verification code here', a 'New Password' field, and a 'Confirmation' field. Below the verification code field are two buttons: 'Verify code' (highlighted with a red arrow) and 'Get a new code'. At the bottom of the form are 'Save' and 'Cancel' buttons.

8. Create a password and click “Save”.

**Password criteria
must be 8-16 characters in length
must contain 3 of the following 4 elements: lowercase, uppercase, number & symbol**

This screenshot shows the same 'Access to parents' page after the password has been created. The 'New Password' and 'Confirmation' fields are now masked with asterisks. A 'Change e-mail' button is visible above the password fields. The 'Verify code' button is no longer present, and the 'Save' and 'Cancel' buttons remain at the bottom.

Your account has now been created.

Link your child(ren) to your account:

1. In the School Board drop-down list, select **“Western Quebec School Board”**.
2. Enter your child’s last name, first name, date of birth and permanent code/I.D. number.

The screenshot shows the 'My Mozaik Account' page. At the top, there is a yellow warning box with an exclamation mark icon. The text inside reads: 'Is your Mozaik account email [redacted] the one the school uses to communicate with you? If this is not the case, you must first contact the school administration to make changes.' Below this, it says 'No child linked to my account'. The main section is titled 'Link My Child to My Account' and includes the instruction: 'Please fill out the form below to get access to your child's school information.' There are two toggle switches: 'I received a PIN from the school institution' (set to 'No') and 'My child attends a private institution' (set to 'No'). Below these are several input fields: 'School Board' (a dropdown menu with 'Western Quebec School Board' selected), 'Child's Last Name', 'Child's First Name', 'Date of Birth' (with month and year dropdowns), 'Id. Number or Permanent Code', and 'My Email' (with a redacted email address).

3. Click on Save.

You have now successfully linked your child to your account.

If you wish to link another child to your account, click on the **“Repeat for another child”** button and enter the information for that child.

To proceed to the parent portal, click on **“click here”**.

The screenshot shows the 'My Email' field with a redacted email address. Below it is a green-bordered success message box. The message contains a green checkmark icon, the text 'Save successfully completed', and the instruction: 'You can repeat the process for another child or [click here](#) to return to Parent Portal.' A blue button labeled 'Repeat for another child' is located at the bottom right of the message box. Two red arrows point to the 'Repeat for another child' button and the 'click here' link.

If you have any issues, please contact your school.

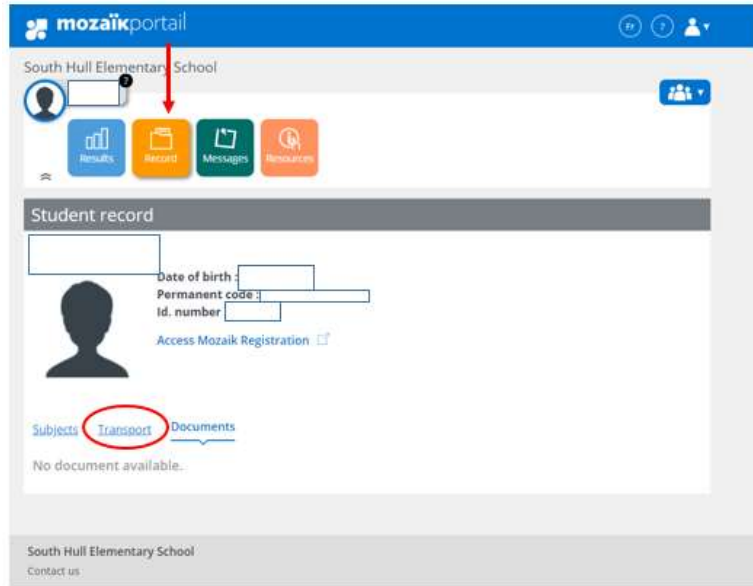
Available information in the Parent Portal

Various information can be accessed through the different tiles and links in the portal. We recommend that you log into your portal account at various times during the school year as the available information can be updated/modified throughout the school year.

Here are a few examples.

Transportation Information

The Record tile will give you access to basic student information including the transportation information of the student. Click on the Transportation heading to view the information.



Report cards

The Results tile will give you access to result information including the report cards of the student. Click on the Report cards heading to view the information. PDF copies of the report cards for the current school year as well as previous school years will be accessible.

