

# Instructional guide to create parent portal account in Mozaïk

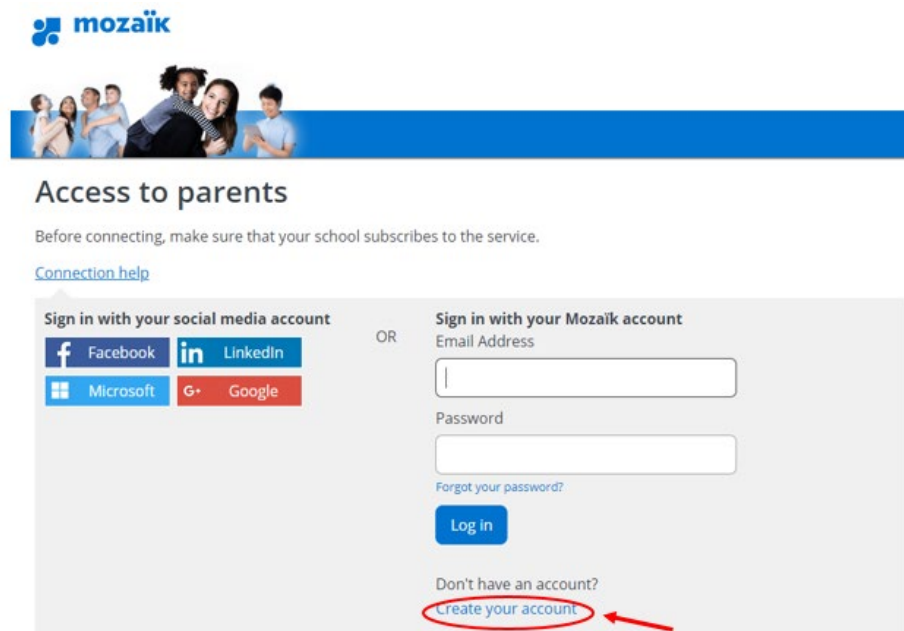
*Before you begin to create your parent account you will require the email address that you provided to the school as well as your child's permanent code. The permanent code can be found on your child's report card.*

## 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.

## Access to parents

Before connecting, make sure that your school subscribes to the service.

[Connection help](#)

Complete the following:

The Email Address must be the one you provided to the school.

Email Address

**Get a verification code**



New Password

Confirmation

[Cancel](#)

***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.

## Access to parents

Before connecting, make sure that your school subscribes to the service.

[Connection help](#)

Complete the following:

The Email Address must be the one you provided to the school.

Email Address

Verification Code

**Verify code**

New Password

Confirmation

[Cancel](#)

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**

### Access to parents

Before connecting, make sure that your school subscribes to the service.

[Connection help](#)

Complete the following:

The Email Address must be the one you provided to the school.

Email Address

The Email Address must be the one you provided to the school.

[Change e-mail](#)

New Password

Confirmation


[Save](#) [Cancel](#)

**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.

#### My Mozaïk Account

 Is your Mozaïk account email  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.

No child linked to my account

#### Link My Child to My Account

Please fill out the form below to get access to your child's school information.

I received a PIN from the school institution ☐ yes ☒ no

My child attends a private institution ☐ yes ☒ no

School Board

Child's Last Name

Child's First Name

Date of Birth

Id. Number or Permanent Code 

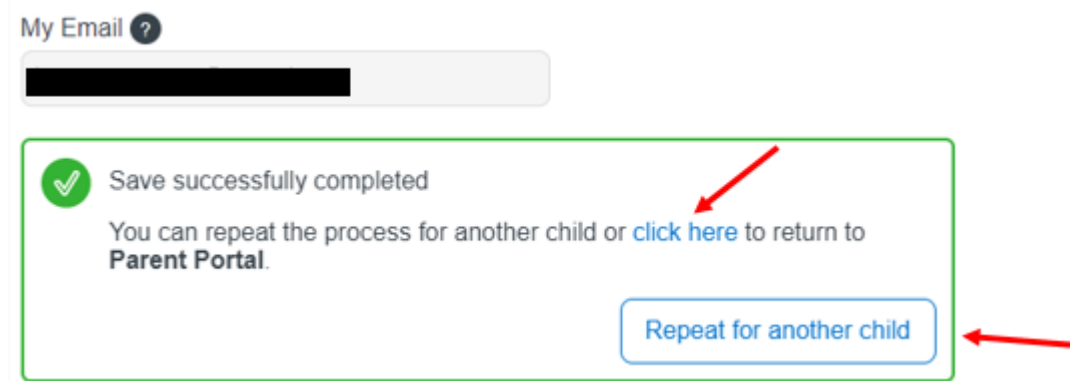
My Email 

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 a web interface with a 'My Email' label and a red question mark icon next to a blacked-out email address field. Below this is a green-bordered box containing a green checkmark icon, the text 'Save successfully completed', and a message: '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 this box. Two red arrows point to the 'click here' link and the 'Repeat for another child' button.

***If you have any issues, please contact the School Organization Department at the Western Quebec School Board by calling 819-684-2336.***