

# Complete parent portal instructional guide for Mozaïk

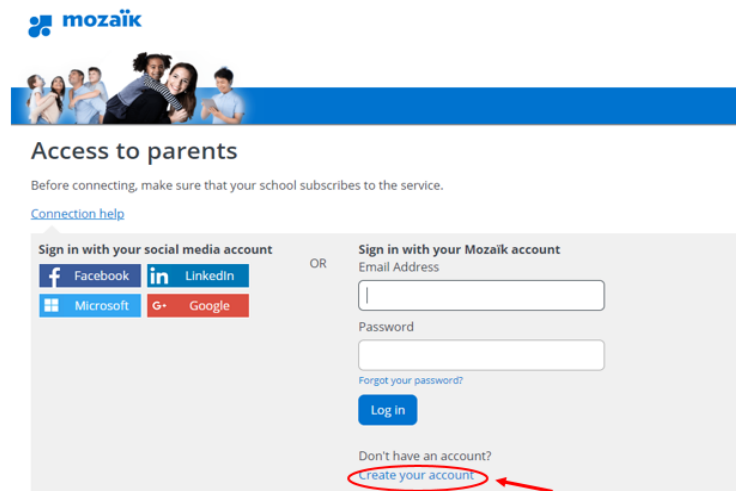
*Before creating your parent account, you will require the email address that you provided to the school as well as your child's ID number/permanent code. This information can be found on your child's report card.*

## Creating your account:

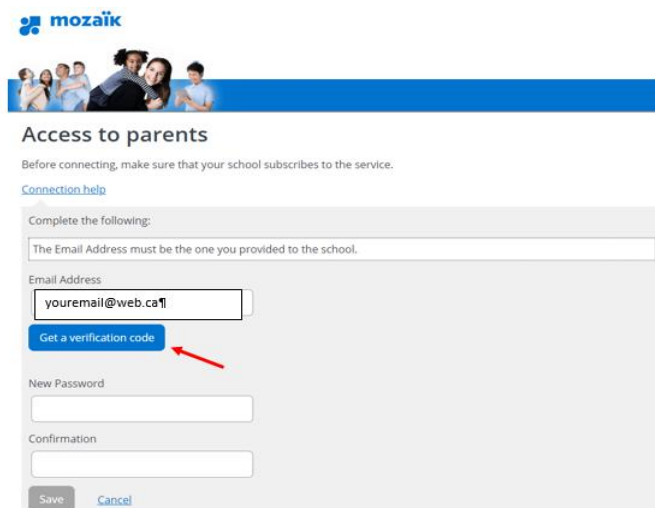
1. Open your Internet browser and proceed to the following website: **portailparents.ca**
2. Click on the blue “Log in” button located at the top right corner.



3. Click on “Create your account”.

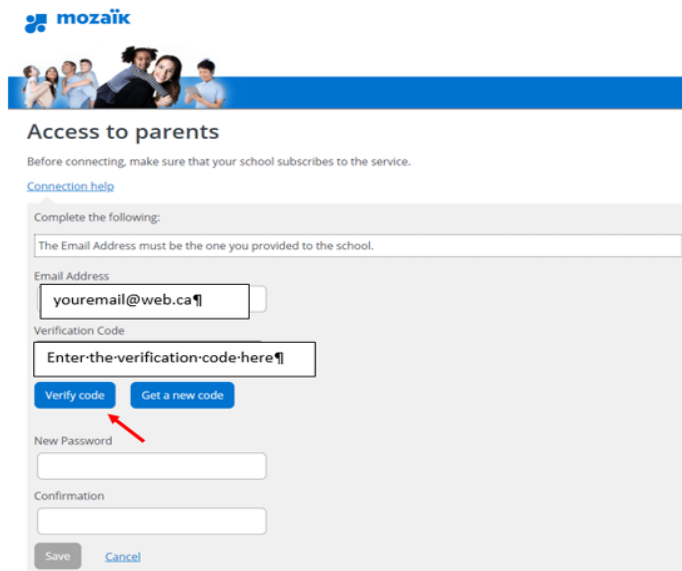


4. In the “Email Address” box, enter your email address.
5. Click on “Get a verification code”. The code will be sent to the email address you entered.



***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 Mozaïk 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.



**mozaïk**

**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  
youremail@web.ca

Verification Code  
Enter the verification code here

**Verify code** **Get a new code**

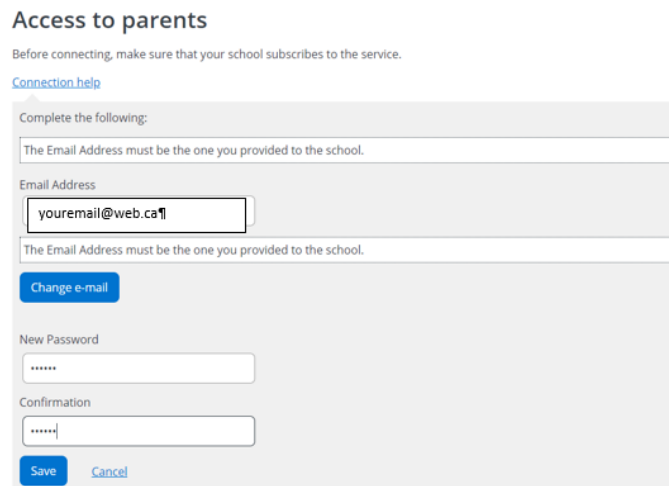
New Password

Confirmation

**Save** [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  
youremail@web.ca

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/I.D. number.

My Mozaïk Account

 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.

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 ☐ no

My child attends a private institution ☐ no

School Board  
Western Quebec 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”**.

My Email 

 Save successfully completed  
You can repeat the process for another child or [click here](#) to return to Parent Portal.  
[Repeat for another child](#)

*If you have any issues, please contact your school.*

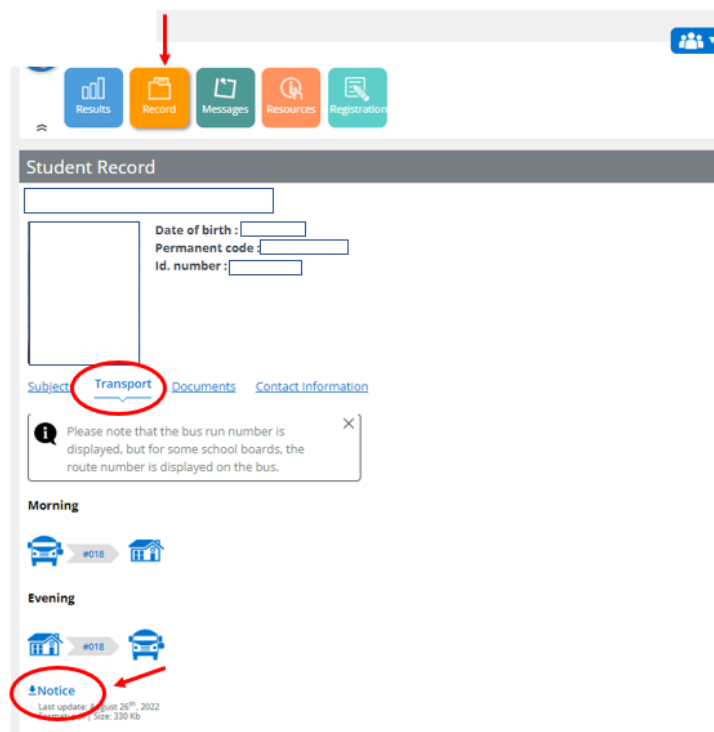
## Available information in the Parent Portal

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.

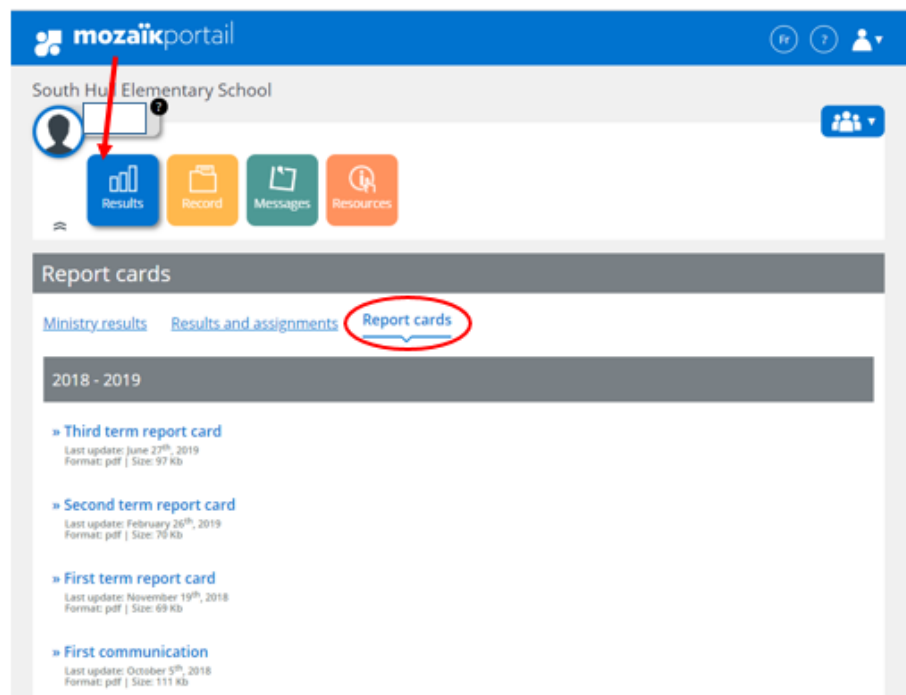
## Transportation Information

The Record tile will give you access to basic student information including the transportation information of the student. Click on the Transportation heading and then the Notice to view the transportation postcard which includes the detailed transportation information.



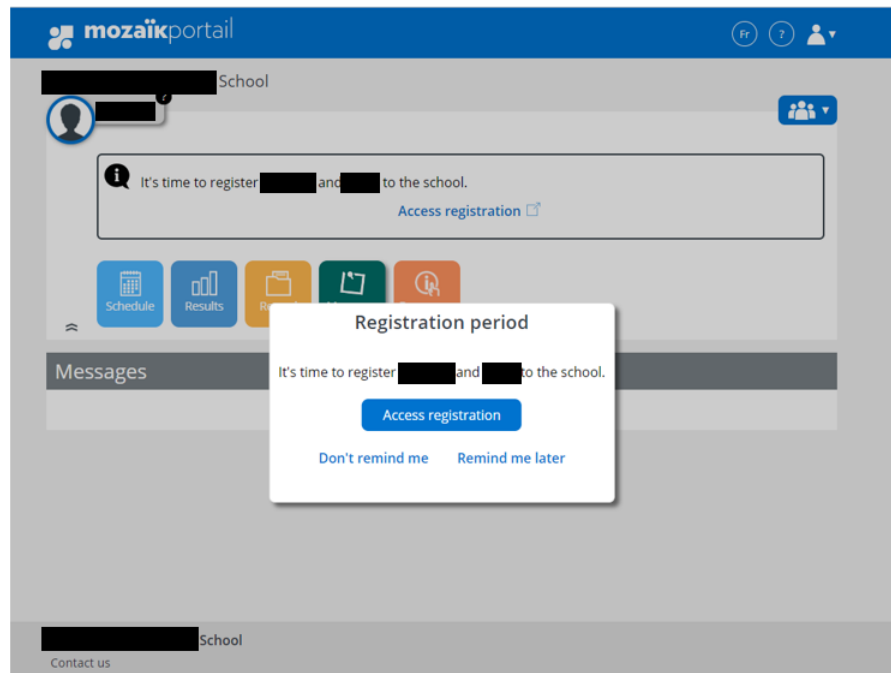
## Report cards

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.



## Re-Registration Instructions

Once the re-registration process has begun, the following message will appear when a parent/guardian logs into the parent portal.



1. click on **“Access registration”**.
2. There will be two available choices, please click on the appropriate selection:
  - **Register at school**: indicates that the child **will be returning** to the Western Quebec School Board and the re-registration process must be completed.
  - **Do not register at Western Quebec School Board**: indicates that the child **will NOT** be returning to the Western Quebec School Board.

### Registration

The registration period ends **March 29<sup>th</sup>, 2021**.

[redacted] currently attends Western Quebec School Board.

Re-registering for school

[Report student departure from Western Quebec School Board](#)

If your child **will not** be returning to the Western Quebec School Board, please indicate the reason for the withdrawal. To complete the form, check off the confirmation checkbox and then click on **“Do not register student”**.

### Register at school

## Re-registration for the 2021-2022 School Year

1 Identification

2 School

3 Address

4 Questions

5 Confirmation

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### Child Identification

Date of birth:

Permanent code:

Gender: Male

Next step

## Re-registration for the 2021-2022 School Year



Identification



School



Address



Questions



Confirmation

### School

[Redacted]



#### Information pertaining to the school transfer request

No request for a change of school will be permitted with this online re-registration. Please contact your current school for more information or refer to our website for cross-boundary request procedures. [westernquebec.ca/registration/register-a-student-to-school](https://westernquebec.ca/registration/register-a-student-to-school)

[Report student departure from Western Quebec School Board](#)

3. If a change of address is required, click on **“Address change request”** and complete the required fields. Click **“Save”**.

## Re-registration for the 2021-2022 School Year



Identification



School



Address



Questions



Confirmation

### Student Main Address

[Redacted]

Resides with

[Redacted]

Effective since 2010-01-18

[Address change request](#)

[Previous](#)

[Next step](#)

***A change of address will only be approved after you have provided the appropriate proof of address to the school such as driver's licence or utility bill and lease/deed.***

4. Once all the sections have been reviewed and/or completed as required, check off the confirmation checkbox.

## Re-registration for the 2021-2022 School Year

✓ Identification

✓ School

✓ Address

✓ Questions

5 Confirmation

### Important Information

By completing the re-registration, you are confirming that your child will be returning (or not) to the Western Quebec School Board for the upcoming school

[Show all](#) ▾

☐ I confirm having read the important information above and am signing the registration. (Electronic signature)

[Previous](#)

Submit

5. To finish the re-registration process, click “**Submit**” once again.

## Re-registration for the 2021-2022 School Year

✓ Identification

✓ School

✓ Address

✓ Questions

5 Confirmation

### Important Information

By completing the re-registration, you are confirming that your child will be returning (or not) to the Western Quebec School Board for the upcoming school

[Show all](#) ▾

☒ I confirm having read the important information above and am signing the registration. (Electronic signature)

[Previous](#)

Submit

After the re-registration has been completed, you can view the form by going back to the main page and click on  .

Below you will see:

## Registration

■■■■■ currently attends Western Quebec School Board.

The child was registered for school by ■■■■■ on Tuesday March 9<sup>th</sup>, 2021 08:21.

[View school registration](#) 

### **Please Note**

- ***If the student resides with both parents, both parents can create a portal account and view the student's information. Only one parent can complete the re-registration process online.***
- ***In a split custody situation, both parents can create a portal account and view the student's information. Only the parent whose address has been identified as the student's main address with the school can complete the re-registration process online.***