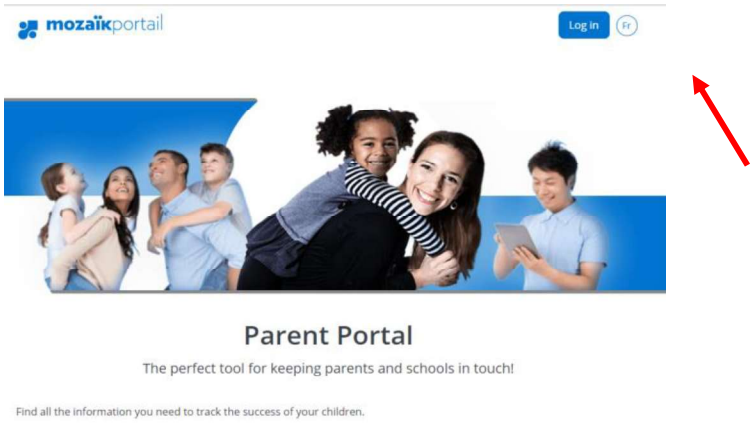
Complete parent portal instructional guide for Mozaïk

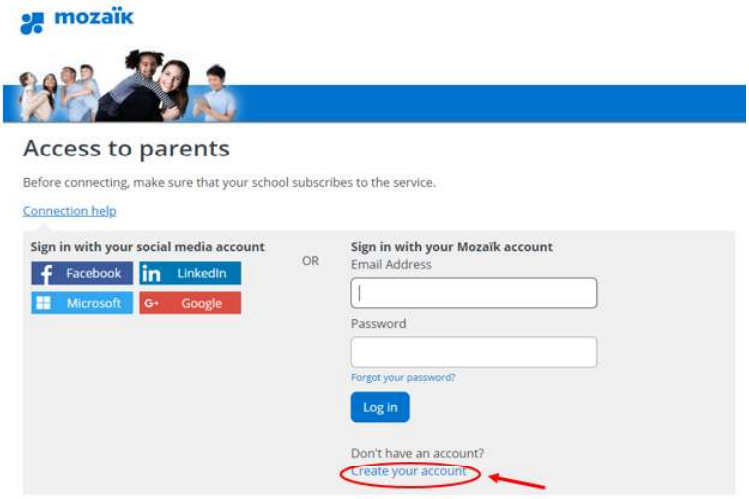
Before creating your parent account, you will require the email address that you provided to the school as well as your child's ID number/permanent code. This information can be found on your child's report card.

Creating your account:

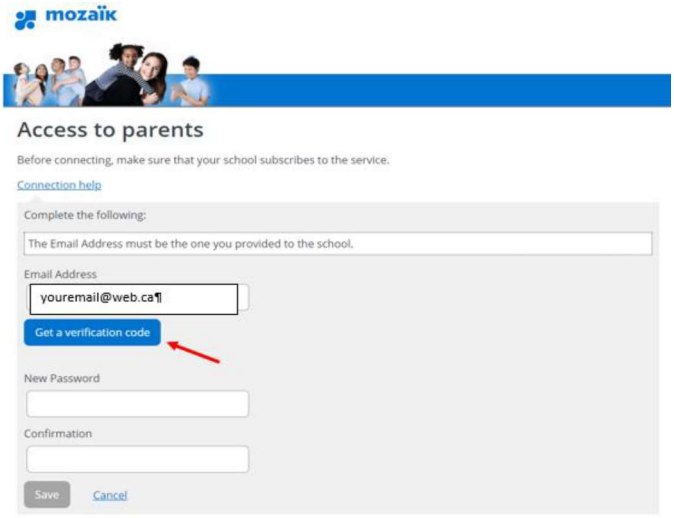
1. Open your Internet browser and proceed to the following website: ***portailparents.ca***
2. Click on the blue **"Log in"** button located at the top right corner.



3. Click on "**Create your account"**.

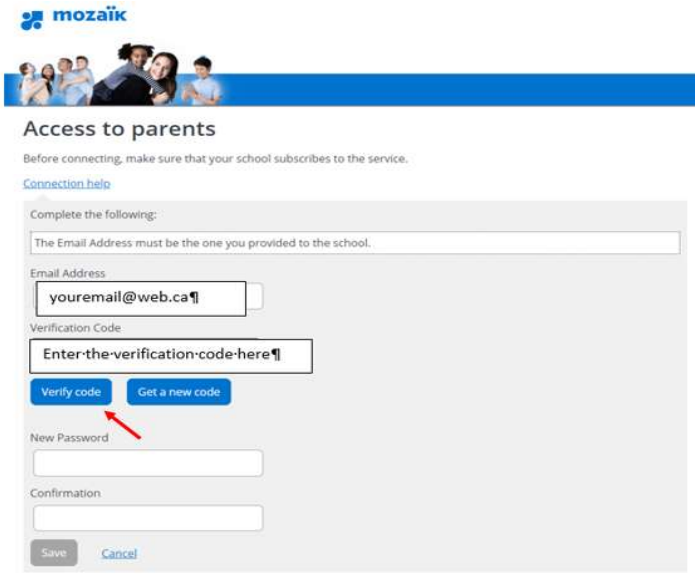


4. In the **"Email Address"** box, enter your email address.
5. Click on **"Get a verification code"**. The code will be sent to the email address you entered.



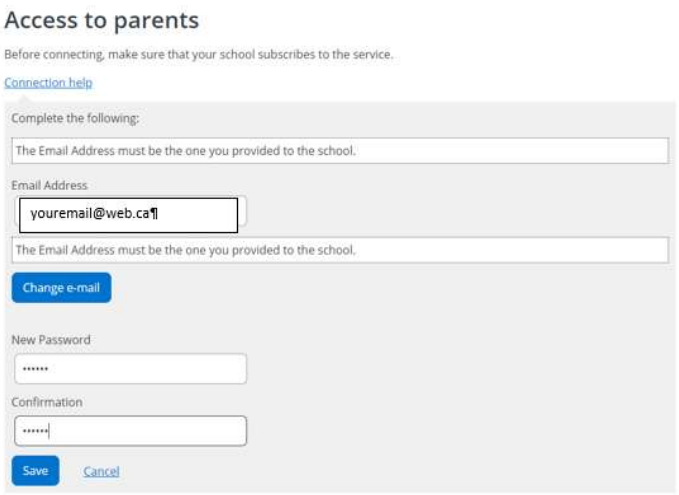
Do not close this page while you retrieve the verification code that was sent to you.
The verification code is time sensitive and will expire after several minutes.
If the email from Mozaïk is not in your inbox, please verify your junk mail.

6. Enter the code received in the **"Verification code"** box.
7. Click on **"Verify code"** button.



8. Create a password and click **"Save"**.

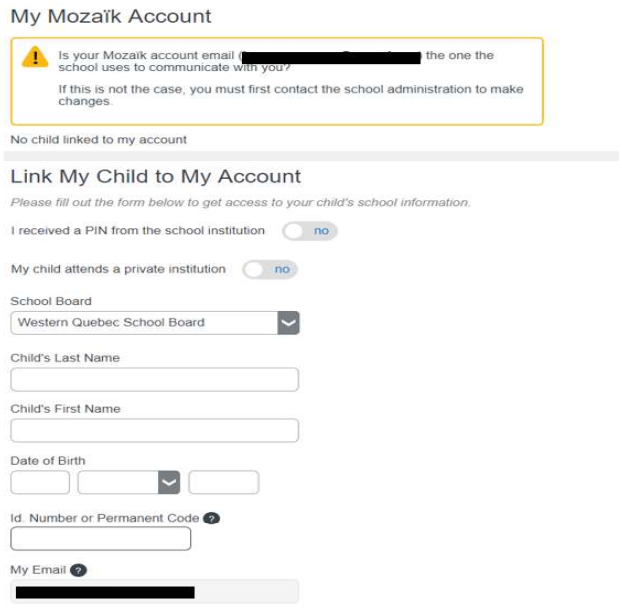
<u>Password criteria</u>
must be 8-16 characters in length
must contain 3 of the following 4 elements: lowercase, uppercase, number & symbol



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.

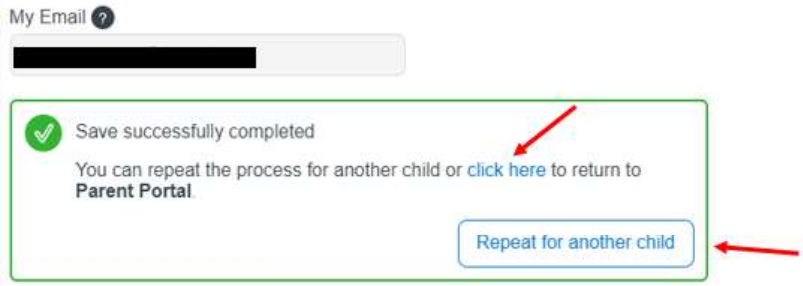


3. Click on Save.

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"**.



If you have any issues, please contact your school.

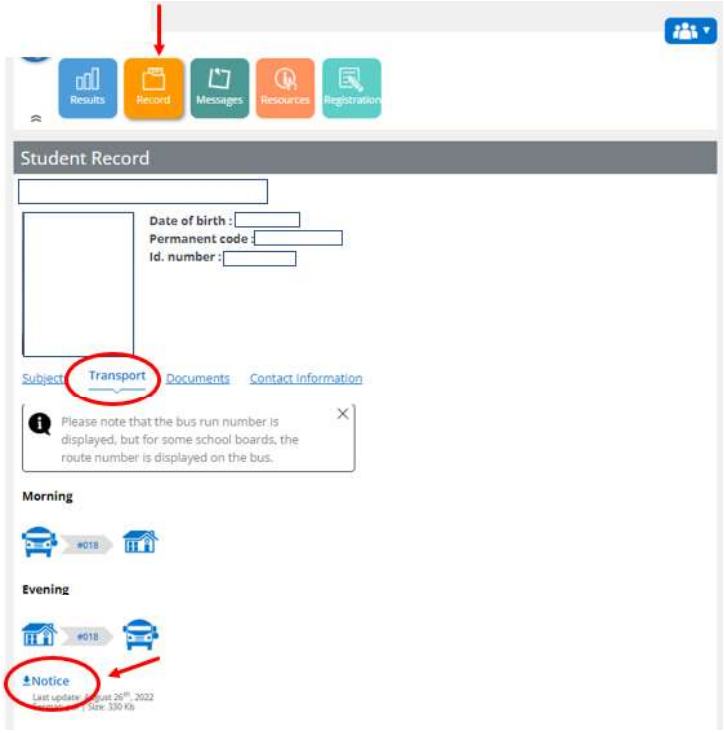
Available information in the Parent Portal

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.

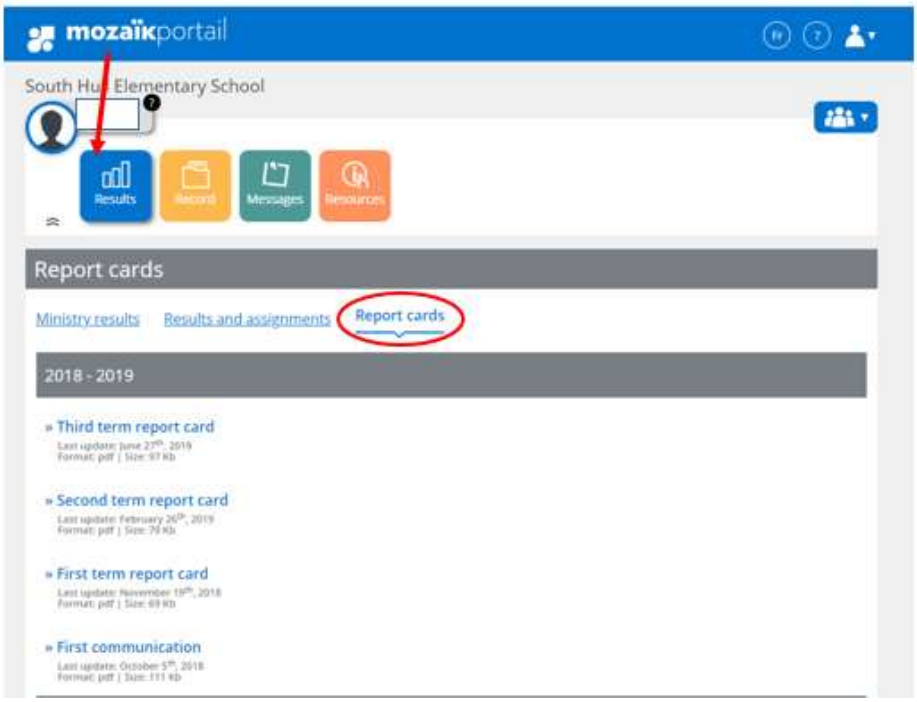
Transportation Information

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.



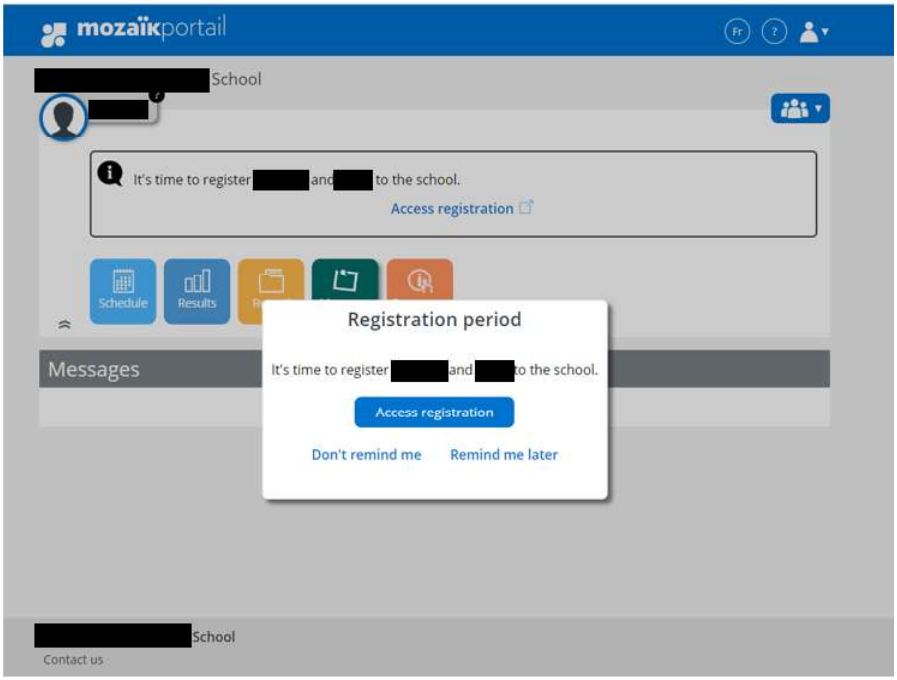
Report cards

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

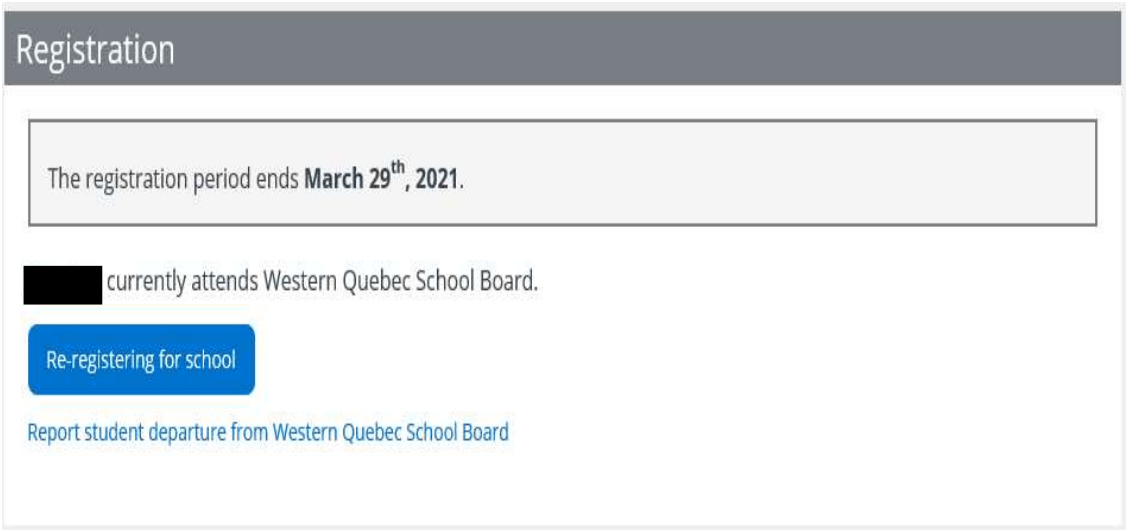
Once the re-registration process has begun, the following message will appear when a parent/guardian logs into the parent portal.



1. click on **"Access registration"**.

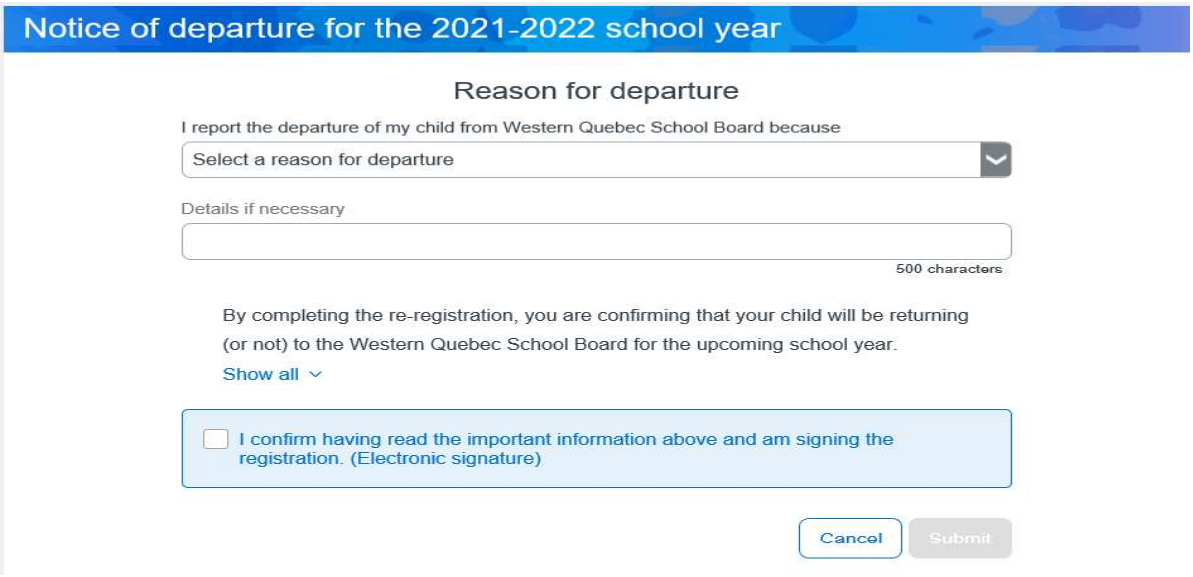
2. There will be two available choices, please click on the appropriate selection:

   - **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.



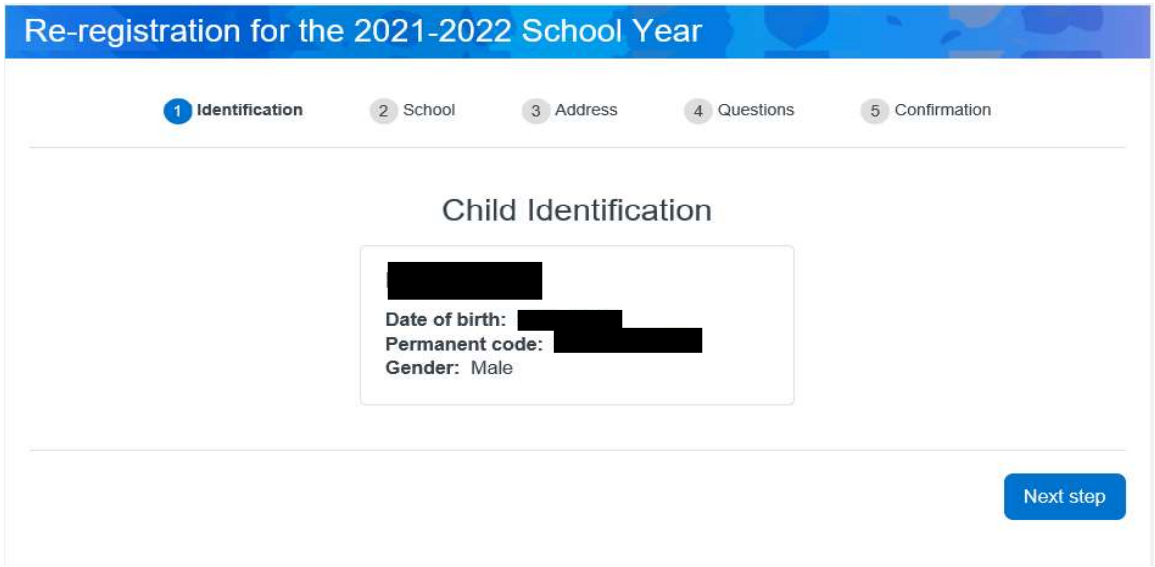
Do not register at Western Quebec School Board

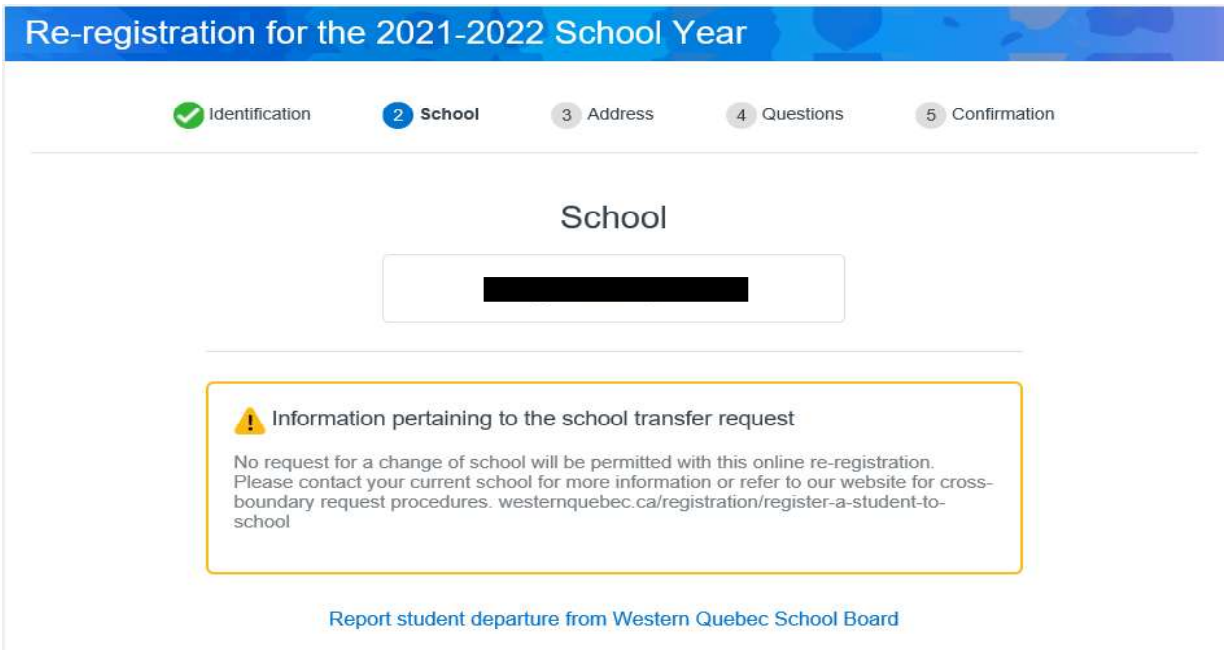
If your child **will not** be returning to the Western Quebec School Board, please indicate the reason for the withdrawal. To complete the form, check off the confirmation checkbox and then click on **"Do not register student"**.



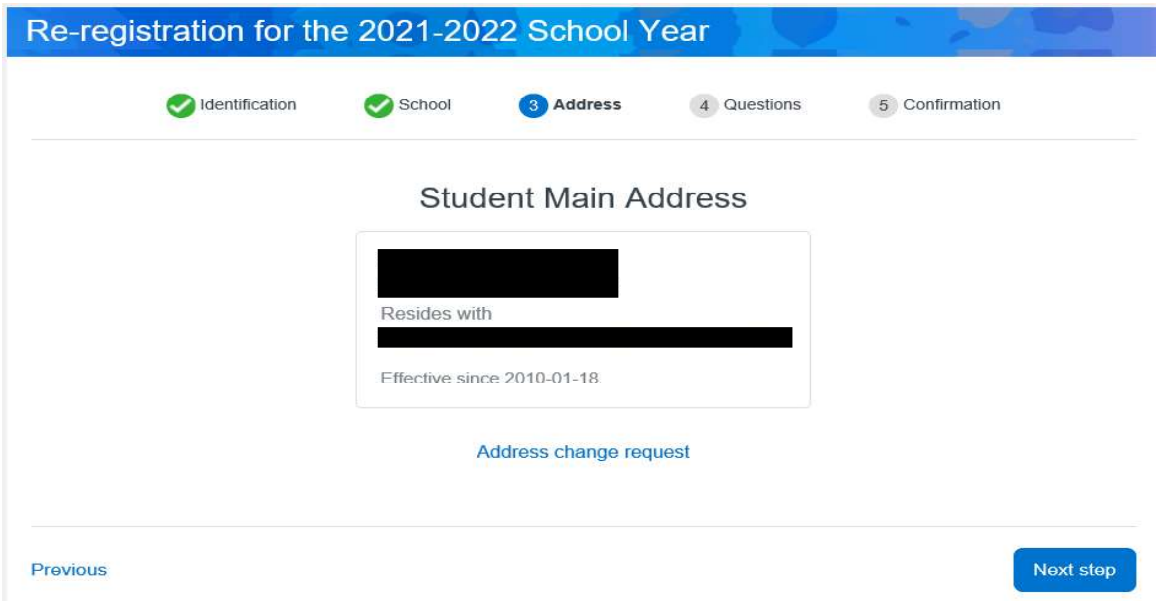
Register at school

Review the information available in all the sections and complete as required.





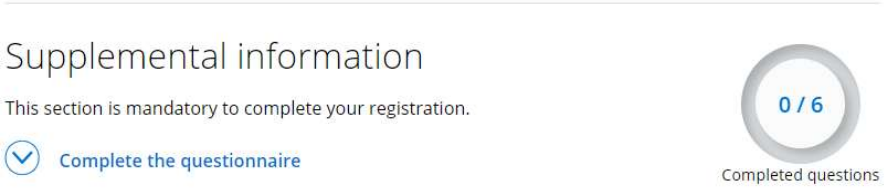
3. If a change of address is required, click on "Address change request" and complete the required fields**.** Click **"Save"**.



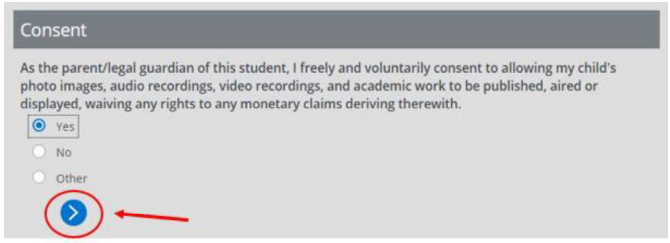
A change of address will only be approved after you have provided the appropriate proof of address to the school such as driver's licence or utility bill and lease/deed.

4. Complete the **Supplemental Information** section by clicking on **"Complete the questionnaire"**.

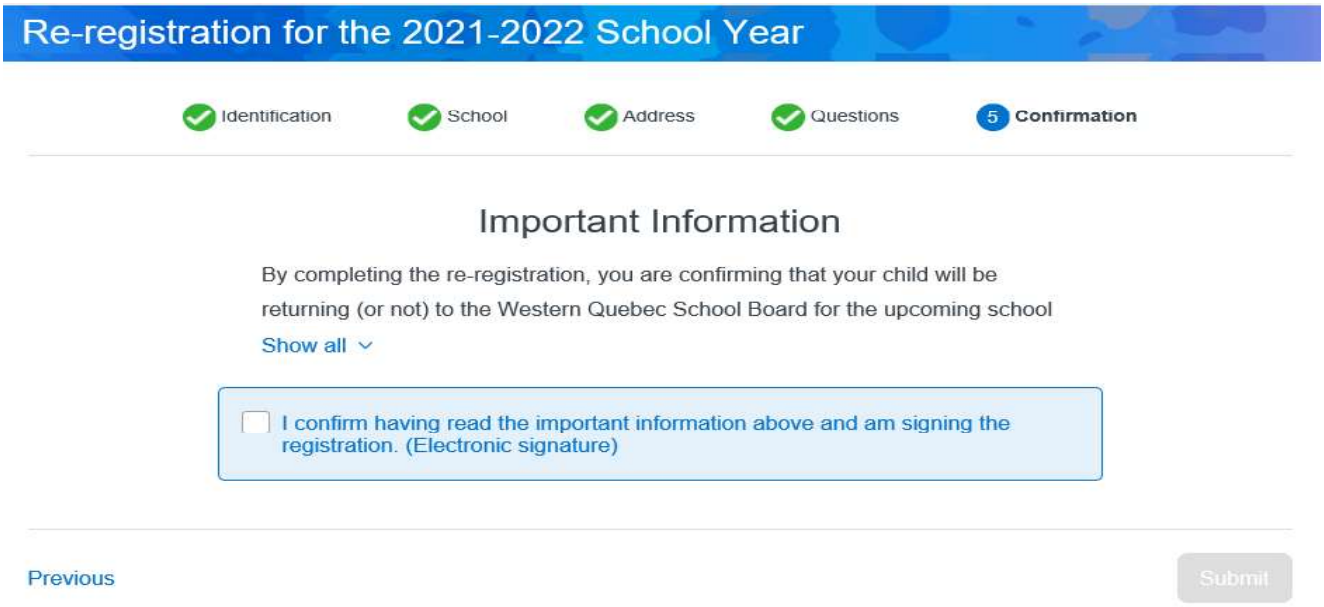
The image below is only an example. The number of questions will be different for each school.



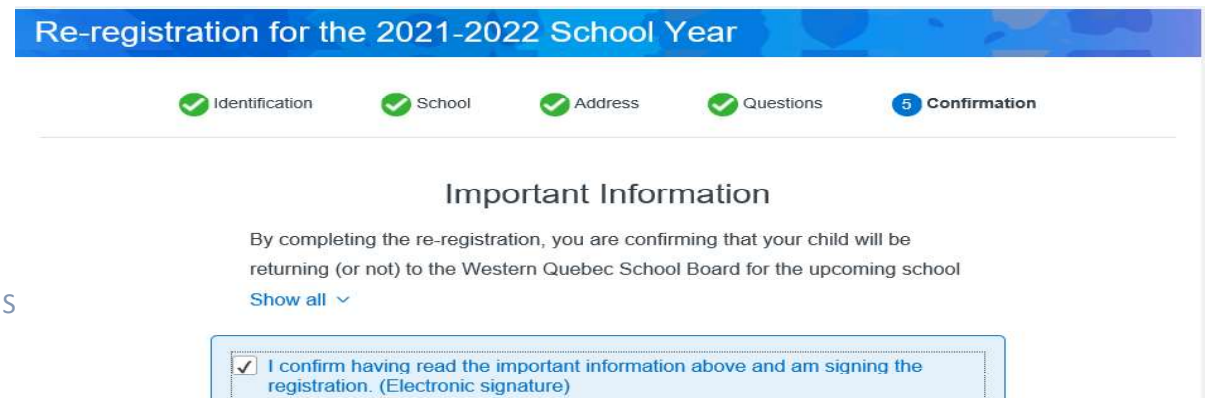
To continue to the next question, click on the arrow button



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

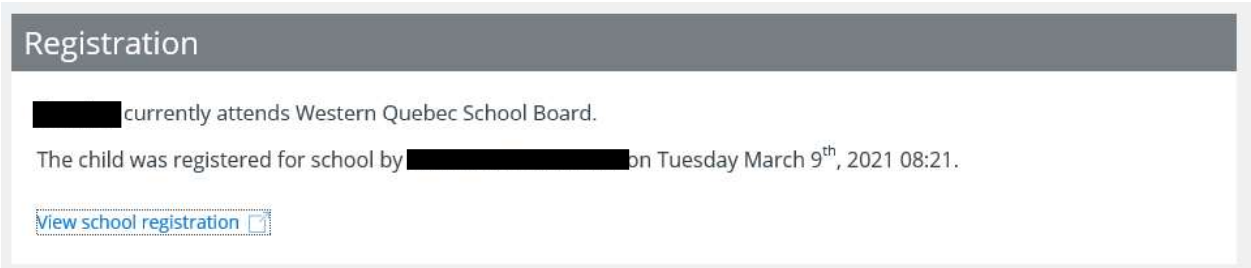


5. To finish the re-registration process, click **"Submit"** once again.



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:



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.***

The mobile version of the Parent Portal

1. Downloading the app mParent

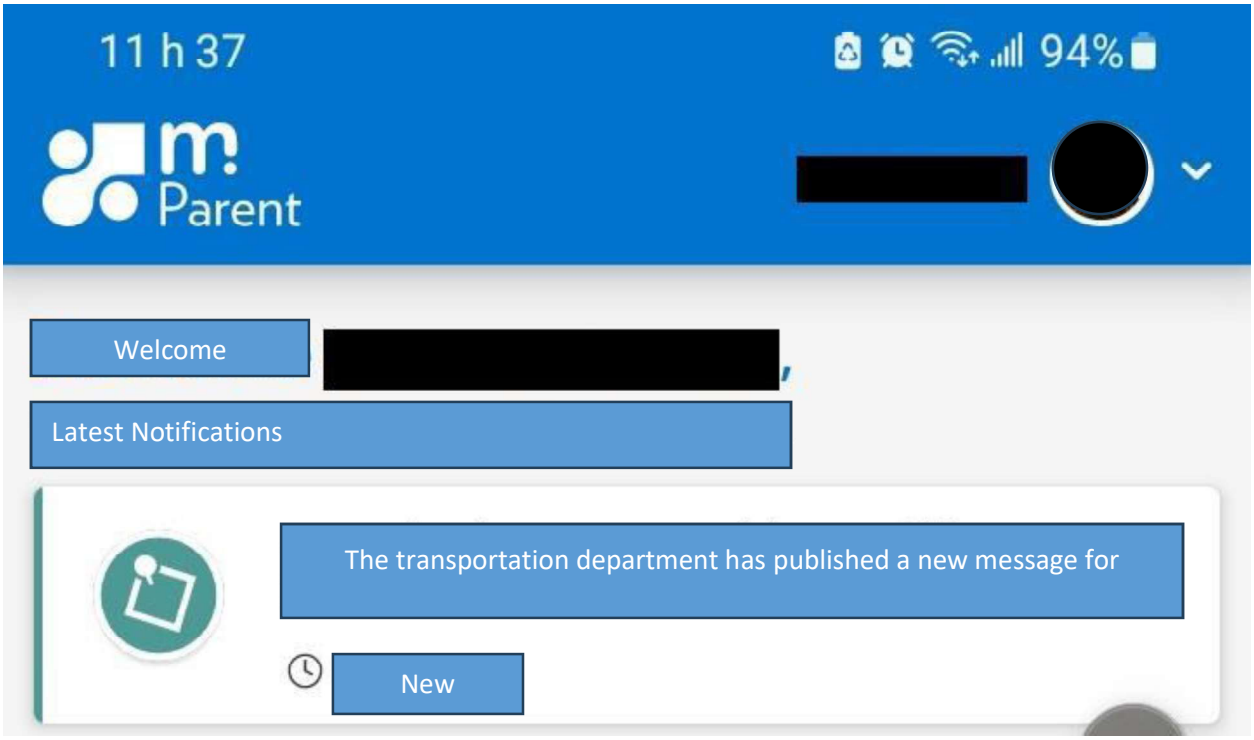
You must download the application to receive notifications and messages from Transportation.

You can download the application for free from:

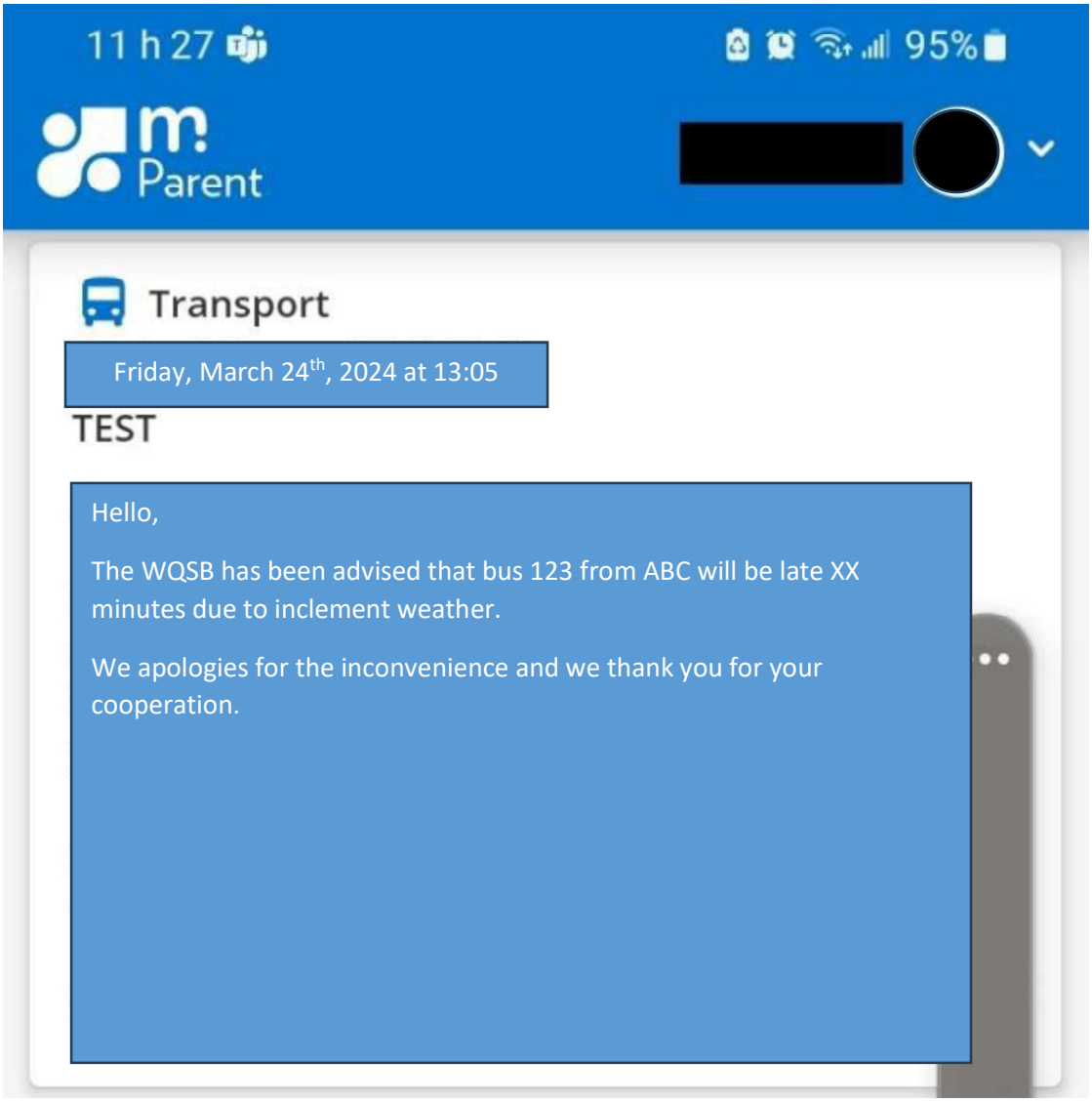
GET IT ON Google Play Available on the App Store

2. Reception of notification (application mParent)

Once a message is sent by the Transportation department, you will receive a notification on the device in which you downloaded the application mParent.



3. Verification of the message via mParent



4. Verification of messages via Mozaïk Parent Portail

You must also connect to the Parent Portal to be able to verify messages sent by the Transportation department.

