

# Instructional guide to create parent portal account in Mozaik

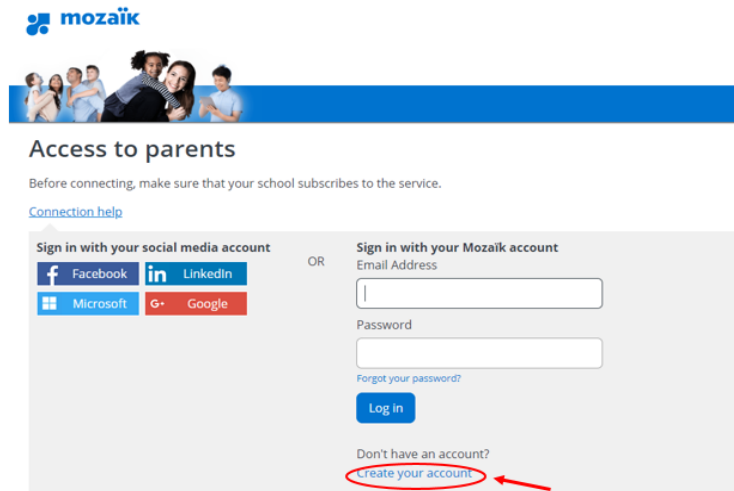
*Before creating your parent account, you will require the email address that you provided to the school as well as your child's ID number/permanent code. This information can be found on your child's report card.*

## Creating your account:

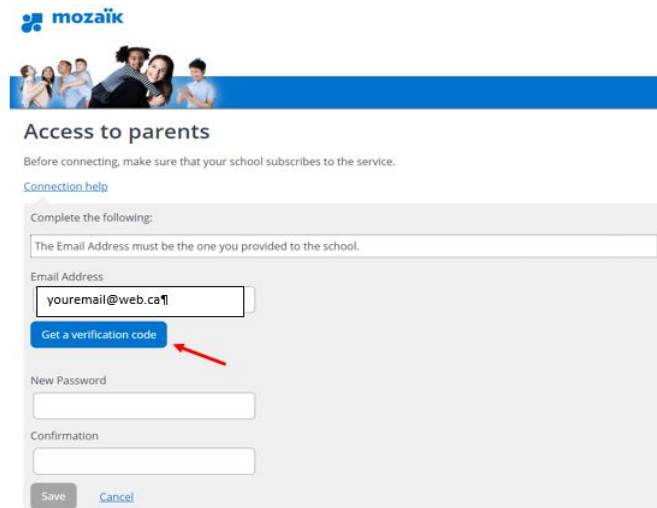
1. Open your Internet browser and proceed to the following website: **portailparents.ca**
2. Click on the blue “Log in” button located at the top right corner.



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.

**mozaik**

**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 Mozaik 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

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### 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.***

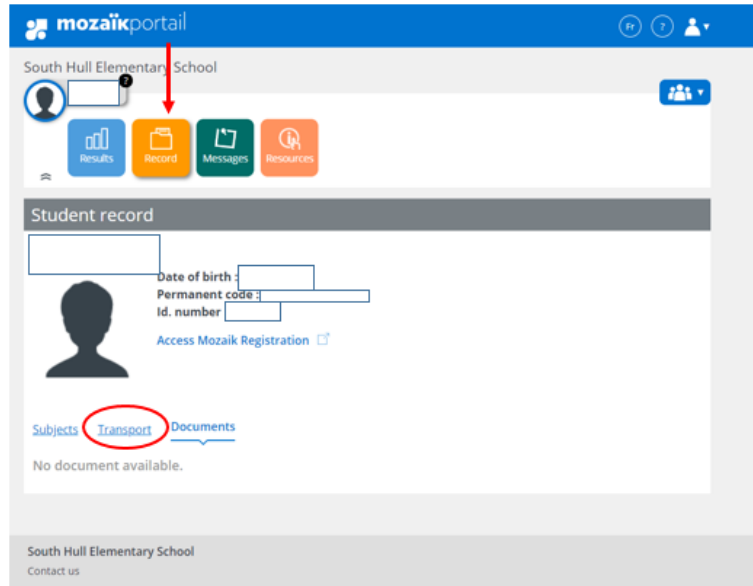
## Available information in the Parent Portal

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 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.

