

Instructional guide to create parent portal account in Mozaik

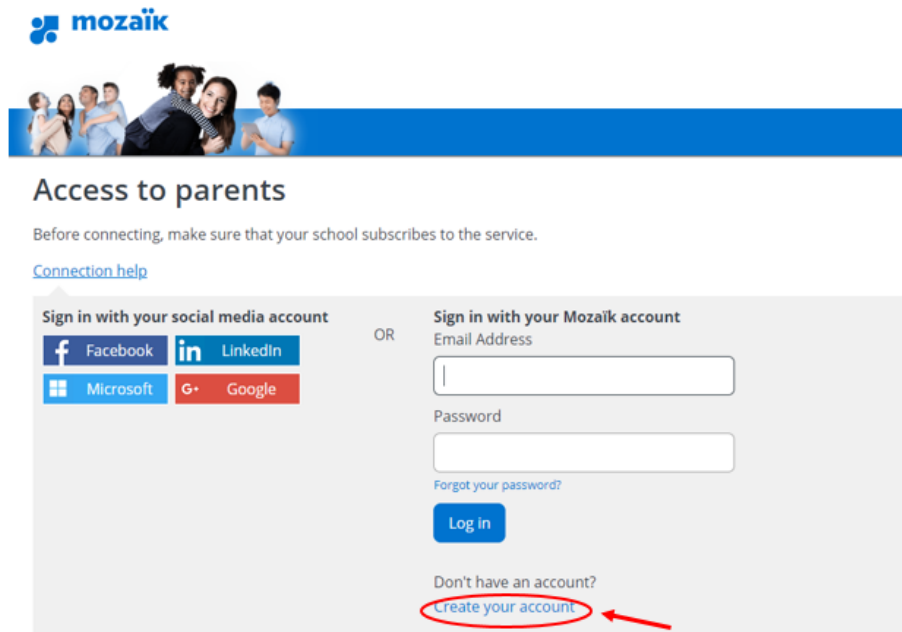
Before you begin to create your parent account you will require the email address that you provided to the school as well as your child's permanent code. The permanent code can be found on your child's report card.

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. This email must match the one provided to the school.
5. Click on “**Get a verification code**”. The code will be sent to the email address you entered.

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

Get a verification code

New Password

Confirmation

Save 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.

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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

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.

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

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

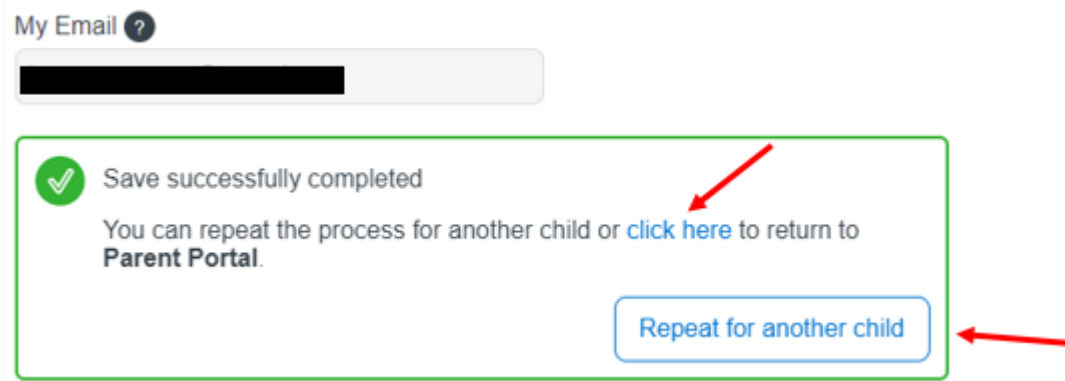
My Email

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”**.



The screenshot shows a user interface with a 'My Email' field containing a redacted email address. Below it is a green-bordered box containing a green checkmark icon and the text 'Save successfully completed'. Underneath this, it says '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 positioned at the bottom right of the green 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.