

INSTRUCTIONAL GUIDE TO CREATE PARENT PORTAL ACCOUNT IN MOZAÏK

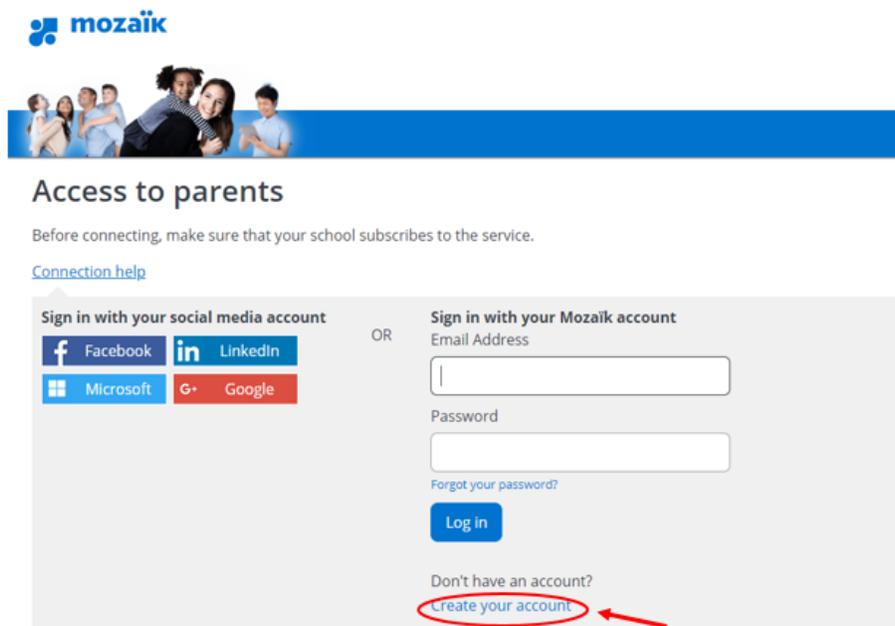
Before you begin to create your parent account, you will require the email address that you provided to the school as well as your child's permanent code. This code can be found on your child's report card.

Creating your account:

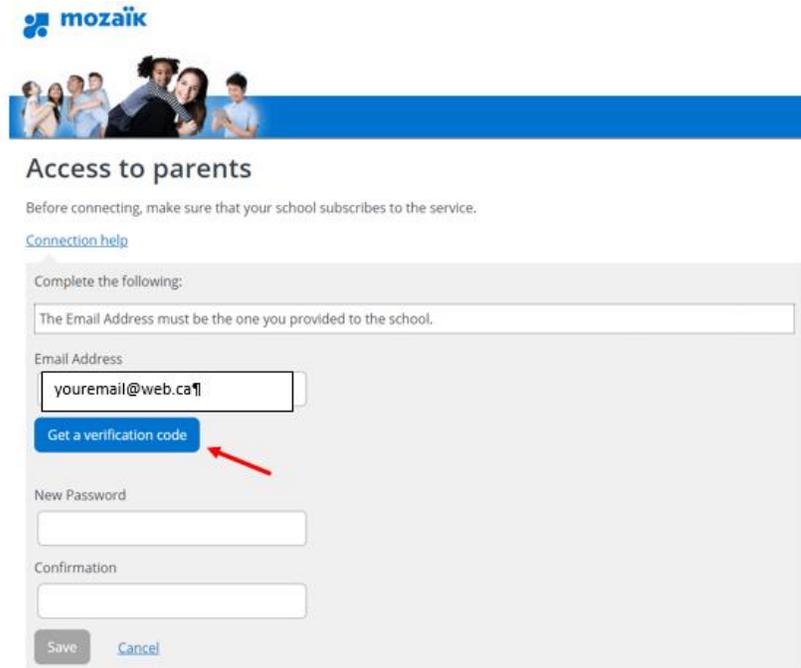
1. Open your Internet browser and proceed to the following website: **portailparents.ca**
2. Click on the blue **“Log in”** button located at the top right corner.



3. Click on **“Create your account”**.



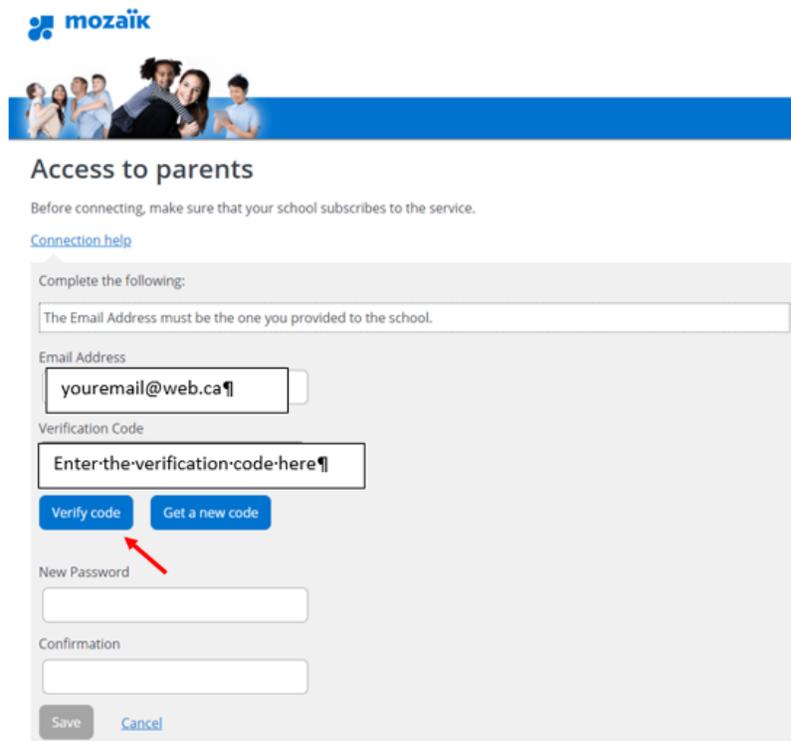
4. In the **“Email Address”** box, enter your email address.
5. Click on **“Get a verification code”**. The code will be sent to the email address you entered.



The screenshot shows the Mozaik 'Access to parents' interface. At the top is the Mozaik logo and a banner with a group of people. Below the banner is the title 'Access to parents' and a note: 'Before connecting, make sure that your school subscribes to the service.' There is a link for 'Connection help'. The main form area is titled 'Complete the following:' and contains a warning box: 'The Email Address must be the one you provided to the school.' Below this is an 'Email Address' field with the text 'youremail@web.ca'. A blue button labeled 'Get a verification code' is highlighted with a red arrow. Below the button are fields for 'New Password' and 'Confirmation'. At the bottom are 'Save' and 'Cancel' buttons.

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.



The screenshot shows the Mozaik 'Access to parents' interface, similar to the previous one. The 'Email Address' field still contains 'youremail@web.ca'. Below it is a 'Verification Code' field with the placeholder text 'Enter the verification code here'. Two blue buttons are visible: 'Verify code' and 'Get a new code'. The 'Verify code' button is highlighted with a red arrow. Below these are the 'New Password' and 'Confirmation' fields, and 'Save' and 'Cancel' buttons at the bottom.

8. Create a password and click **“Save”**.

Password must be 8-16 characters in length must contain 3 of the following 4 elements: lowercase letter, uppercase letter, number & special character.

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 Mozaïk Account

 Is your Mozaïk 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 

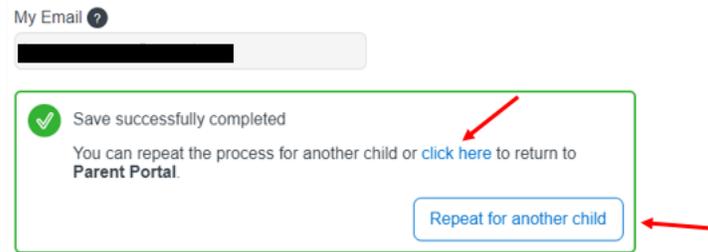
My Email 

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”**.



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