

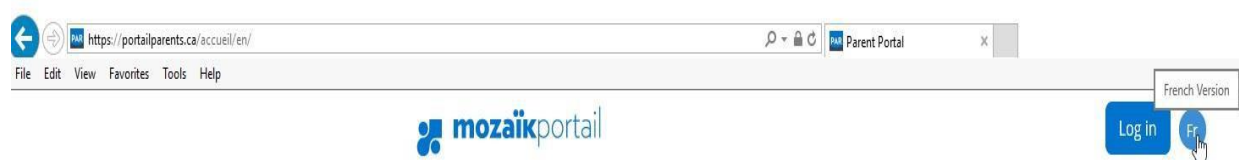
# MOZAÏK PARENT PORTAL CONNECTION PROCEDURE

To access the Mozaïk Parent Portal and your child's information, **you must first create your account**. Before proceeding, however, please take note of the following:

- Make sure you have provided your e-mail address to your child's school. **The responsible adult indicated in the student's file must create the account using the same e-mail address as the one in the school's file. This is a mandatory requirement for creating your account and linking it to your child's record.**
- To view the records of each child, you must always use the e-mail address indicated in the school's file.
- If you contact the school to give your e-mail address or make a modification, please note that there is a waiting period of a few hours for the system to refresh the data.

## How to create your account

Go to the following address: <https://portailparents.ca/accueil/en>. To access the page in French, click on the **Fr** button at the top of the page.



Click on the **Log in** button at the top of the page.

**There are two ways to connect to the portal: using your social media account or your e-mail address.** In either case, the e-mail address you choose **MUST** be the same as the one in our system and assigned to the correct parent.

## Creating your account using your social media profile

1. Once on the « Access to Parents » page, log in to your social media account, such as Facebook, by clicking on the appropriate button.



2. Click on **Continue as \_\_\_\_\_ (parent's name)** to confirm that you want to link your Facebook profile to Mozaïk.

3. Click on **Save if the e-mail address that appears is the same as the one in our system.**

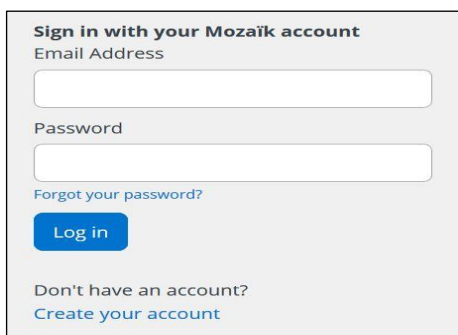
If not, enter the correct e-mail address, click on **Get a verification code** and then on **Save**. A verification code will be sent to your in-box.

4. Enter this code in the **Verification Code** box, click on **Verify code** then on **Save**.

**Your account is now created.**

## Creating your account using your e-mail address

1. Click on the hyperlink **Create your account**.



The screenshot shows a login and account creation interface. At the top, it says "Sign in with your Mozaik account". Below this are two input fields: "Email Address" and "Password". There is a "Forgot your password?" link below the password field. A blue "Log in" button is positioned below the "Forgot your password?" link. At the bottom of the form, there is a link that says "Don't have an account? Create your account".

2. Type your e-mail address in the appropriate box. **Make sure to enter the same e-mail address as the one in our system.** Click on **Get a verification code**. A verification code will be sent to this address.
3. Type this code in the **Verification Code** box and click on **Verify code**.
4. Create your password and type it twice to confirm it. If you already have an account, you can reuse the same password.
5. Click on **Save**.

**Your account is now created.**

Use this e-mail address and the password you just created to access the Mozaik Parent Portal and view your child's school information.

If you require further assistance, this short video will guide you step by step:  
<https://portailparents.ca/accueil/en/aide.htm>.

Should you have any questions, please contact your child's school.