

MOZAÏK – USER GUIDE FOR PARENT PORTAL

Mozaïk Parent Portal: <https://portailparents.ca/accueil/en/>

Procedures	Pages	Associated Video Capsule
Help to connect and link children to the parent account: <ul style="list-style-type: none">- How to create your account- How to link your children to your account	4 – 9	https://www.youtube.com/watch?v=VsZ5DhiPvY0
Mozaïk-Inscription – Re-registration to school <ul style="list-style-type: none">- How to re-register your child for the following school year	10 – 15	https://www.youtube.com/watch?v=QNVjXZIGst0&list=PLgVcq_pXyu-IXF-s0YecrxD9RPxI4u-yi&index=3

OTHER VIDEO CAPSULES

Mozaïk-Portal for Parents

<https://www.youtube.com/watch?v=liuZbEi9GNE>

Multilingual Procedures / Procédures simplifiées à l'intention des familles allophones

<https://view.genial.ly/5fdb6797f4e6d85ff449e9db/vertical-infographic-plurimozaik-portail>

How to create your account

(The procedure is the same if you use de *mParent* mobile application)

IMPORTANT: Be sure to create your account using the email address that is or will be used to communicate with your children's school. This is a mandatory requirement to create your account and link it to your children's record.

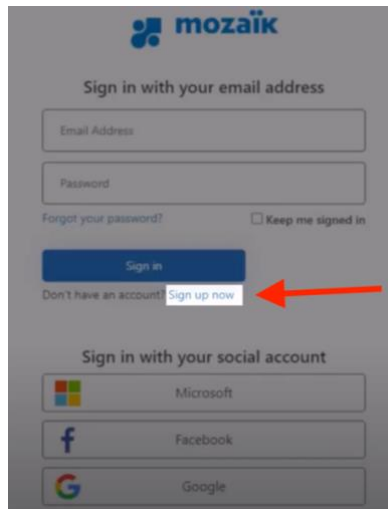
1. Visit the Parent Portal webpage: <https://portailparents.ca/accueil/en/>
2. Click on the "Log in" button located in the top right corner



3. There are two ways to create your account:

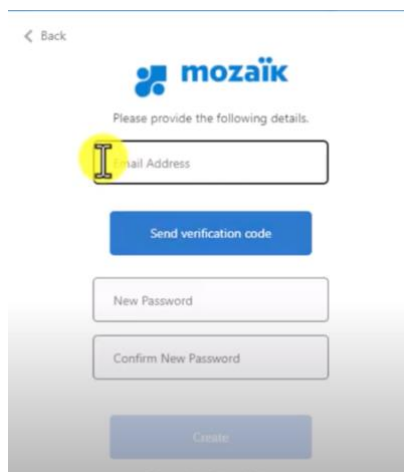
- 3.1 Use the lower part of your screen if you would like to create an account using a social media profile and follow the steps.

3.2 To create your account using an email address, click on the hyperlink entitled “Sign up now”.



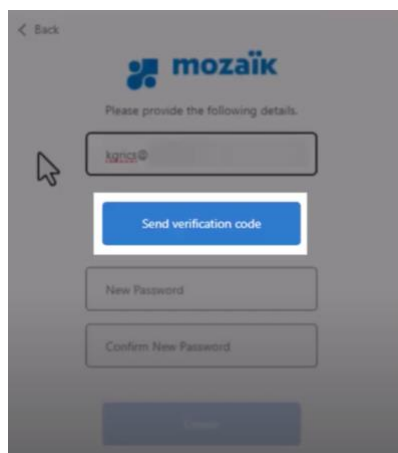
The image shows the Mozaik login and sign-up interface. At the top is the Mozaik logo. Below it, the text "Sign in with your email address" is displayed. There are two input fields: "Email Address" and "Password". Below these fields are links for "Forgot your password?" and a checkbox for "Keep me signed in". A blue "Sign in" button is present. Below the "Sign in" button, the text "Don't have an account?" is followed by a "Sign up now" link, which is highlighted by a red arrow. At the bottom, the text "Sign in with your social account" is displayed, followed by three buttons for "Microsoft", "Facebook", and "Google".

3.2.1 Type your email address in the appropriate section. Make sure to enter the email address you provided at your child’s school.



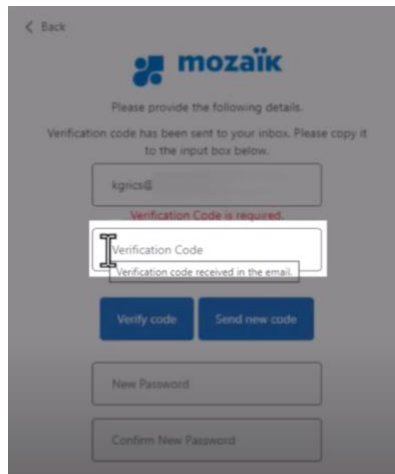
The image shows the Mozaik account creation screen. At the top is a "Back" button. Below it is the Mozaik logo. The text "Please provide the following details." is displayed. There is a yellow cursor icon in the "Email Address" input field. Below the input field is a blue "Send verification code" button. Below that are two input fields: "New Password" and "Confirm New Password". At the bottom is a blue "Create" button.

3.2.2 Click on “Send verification code”.



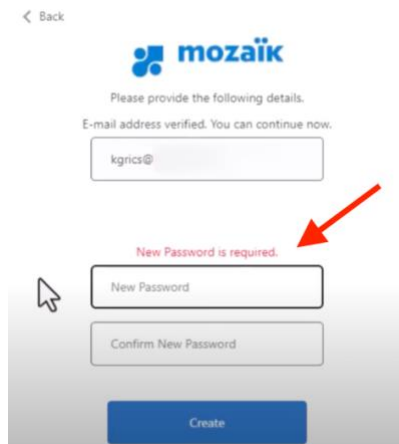
The image shows the Mozaik account creation screen. At the top is a "Back" button. Below it is the Mozaik logo. The text "Please provide the following details." is displayed. There is a mouse cursor icon pointing to the "Email Address" input field, which contains the text "kgric@". Below the input field is a blue "Send verification code" button, which is highlighted by a white box. Below that are two input fields: "New Password" and "Confirm New Password". At the bottom is a blue "Create" button.

3.2.3 Once you have received the code, type it in the appropriate box and click on “Verify code”.



A screenshot of a mobile application interface for Mozaik. At the top left is a back arrow and the word "Back". The Mozaik logo is centered at the top. Below it, the text "Please provide the following details." is displayed. A message states: "Verification code has been sent to your inbox. Please copy it to the input box below." There is a text input field containing "kgncs@". Below this field is a red error message: "Verification Code is required." Underneath the error message is a "Verification Code" input field with a placeholder text "Verification code received in the email:". Below the code field are two blue buttons: "Verify code" and "Send new code". At the bottom of the screen are two more text input fields: "New Password" and "Confirm New Password".

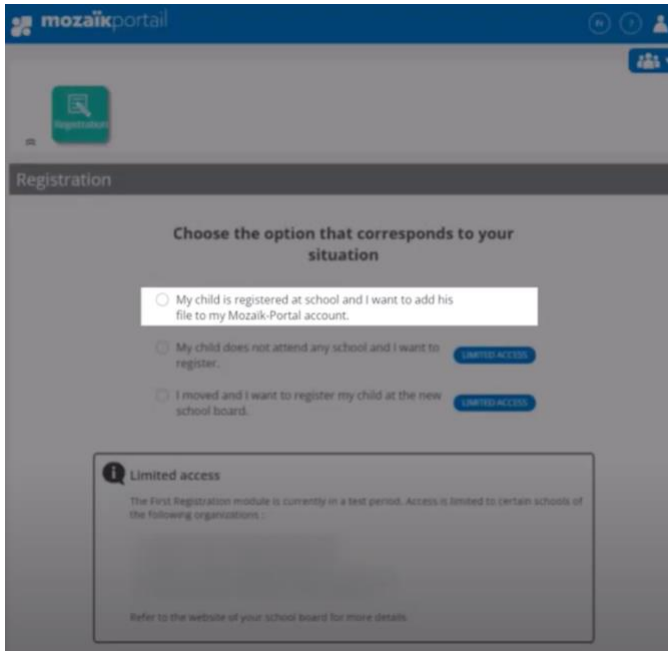
3.2.4 You must now create your password, then click on the “Create” button.



A screenshot of a mobile application interface for Mozaik. At the top left is a back arrow and the word "Back". The Mozaik logo is centered at the top. Below it, the text "Please provide the following details." is displayed. A message states: "E-mail address verified. You can continue now." There is a text input field containing "kgncs@". Below this field is a red error message: "New Password is required." with a red arrow pointing to it. Underneath the error message is a "New Password" input field. Below the password field is a "Confirm New Password" input field. At the bottom of the screen is a blue button labeled "Create". A mouse cursor icon is visible on the left side of the screen.

How to link your children to your account

1. The first time you will log in your Mozaïk account after its creation, you will need to confirm the identity of the children associated with your account by filling out a form. Among the available options, you must select the option to add your child's file to your account: *My child is registered at school and I want to add his/her file to my Mozaïk-Portal account.*

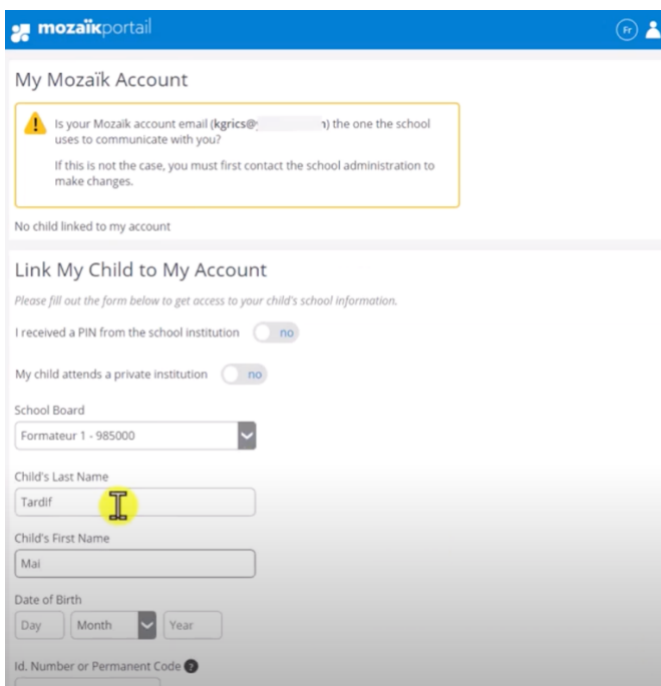


The screenshot shows the 'mozaïkportal' website with a 'Registration' section. The title is 'Choose the option that corresponds to your situation'. There are three radio button options:

- ☒ My child is registered at school and I want to add his file to my Mozaïk-Portal account.
- ☐ My child does not attend any school and I want to register. (LIMITED ACCESS)
- ☐ I moved and I want to register my child at the new school board. (LIMITED ACCESS)

Below the options is a 'Limited access' information box stating: 'The First Registration module is currently in a test period. Access is limited to certain schools of the following organisations :'. At the bottom, it says 'Refer to the website of your school board for more details.'

2. Fill in all fields and click on "Save".



The screenshot shows the 'My Mozaïk Account' page. A yellow warning box asks: 'Is your Mozaïk account email (kgrics@...) 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.'

Below the warning, it says 'No child linked to my account'.

The 'Link My Child to My Account' section has the instruction: 'Please fill out the form below to get access to your child's school information.'

There are two toggle switches, both set to 'no':

- I received a PIN from the school institution
- My child attends a private institution

The 'School Board' dropdown menu is set to 'Formateur 1 - 985000'.

The 'Child's Last Name' field contains 'Tardif'.

The 'Child's First Name' field contains 'Mai'.

The 'Date of Birth' section has fields for 'Day', 'Month', and 'Year'.

The 'Id. Number or Permanent Code' field is empty.

3. To confirm immediately the identity of the other children associated with your account, click “Repeat for another child” and complete all required fields.

Children Linked to My Account
✓ Mai Tardif

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
Formateur 1 - 985000

Child's Last Name
Tardif

Child's First Name
Mai

Date of Birth
01 January 2009

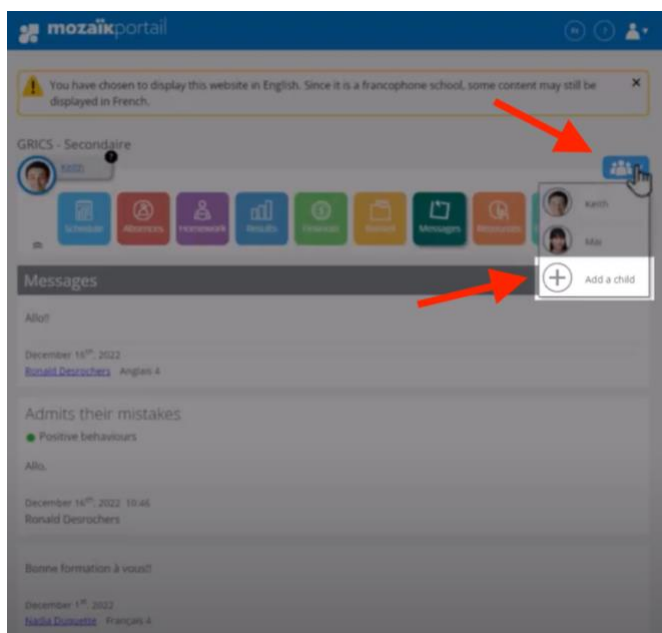
Id. Number or Permanent Code
5307269

My Email
kgrieco@protonmail.com

Save successfully completed.
You can repeat the process for another child or [click here](#) to return to Parent Portal.

[Repeat for another child](#)

- To later confirm the identity of the other children associated with your account, click “My family” button located on the upper right corner of the Parent Portal or the *mParent* application. Click “Add a child”. Repeat the previous steps to complete the form and click “Save”.



4. Your account is now created.

The screenshot shows the Mozaikportail website interface. At the top, there is a blue header with the Mozaikportail logo on the left and language/notifications icons on the right. Below the header, a yellow warning box states: "You have chosen to display this website in English. Since it is a francophone school, some content may still be displayed in French." The main content area is titled "GRICS - Secondaire" and features a user profile for "Keith" with a question mark icon. Below the profile is a row of navigation buttons: Schedule, Absences, Homework, Results, Finances, Record, Messages, and Resources. A dropdown menu is open on the right, showing a list of users: Keith, Mai, and Yoo, along with an "Add a child" option. The "Messages" section is visible below the navigation bar, showing a message from "Ronald Desrochers" dated December 16th, 2022, and another message from "Nadia Duquette" dated December 1st, 2022.

mozaikportail

Fr ?

! You have chosen to display this website in English. Since it is a francophone school, some content may still be displayed in French.

GRICS - Secondaire

Keith

Schedule Absences Homework Results Finances Record Messages Resources

Messages

Allo!!

December 16th, 2022
[Ronald Desrochers](#) Anglais 4

Admits their mistakes

● Positive behaviours

Allo.

December 16th, 2022 10:46
Ronald Desrochers

Bonne formation à vous!!

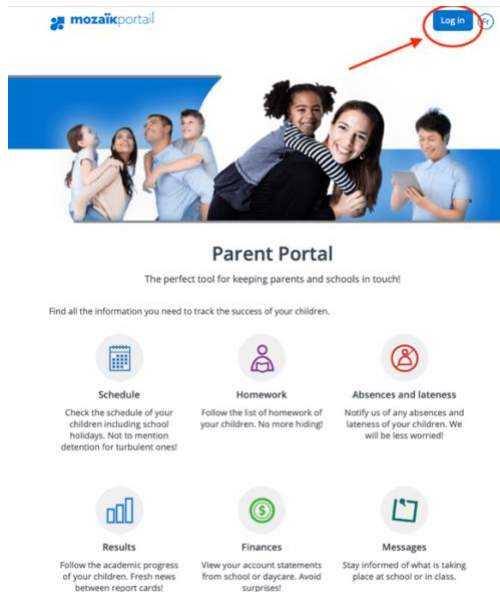
December 1st, 2022
[Nadia Duquette](#) Français 4

Keith
Mai
Yoo
+ Add a child

How to re-register your child for the following school year

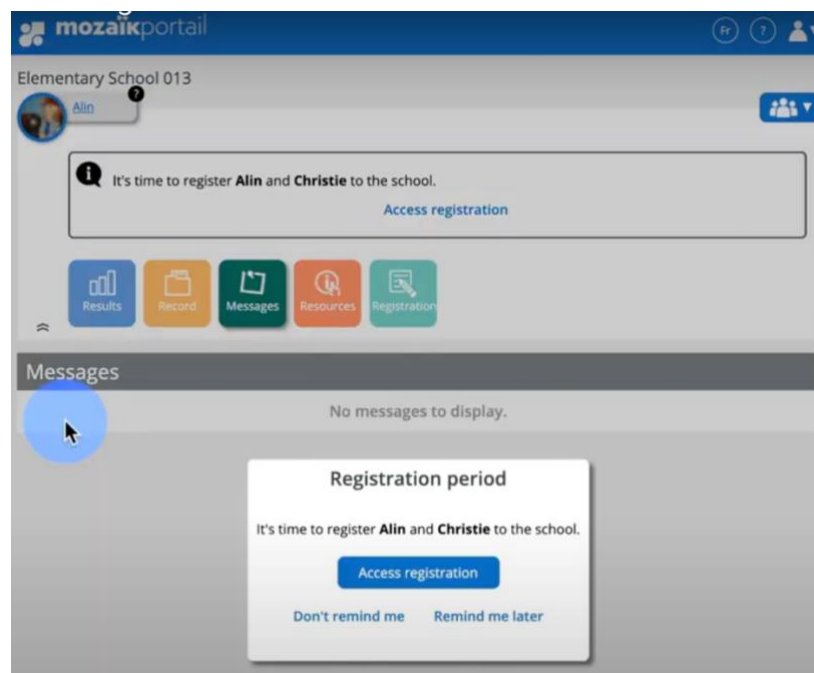
IMPORTANT: Before beginning, we recommend using Google Chrome as a search engine and to avoid doing the re-registration at work because some company networks block the confirmation procedure.

1. Visit the Parent Portal webpage: <https://portailparents.ca/accueil/en/>
2. Click on the “Log in” button located in the top right corner.



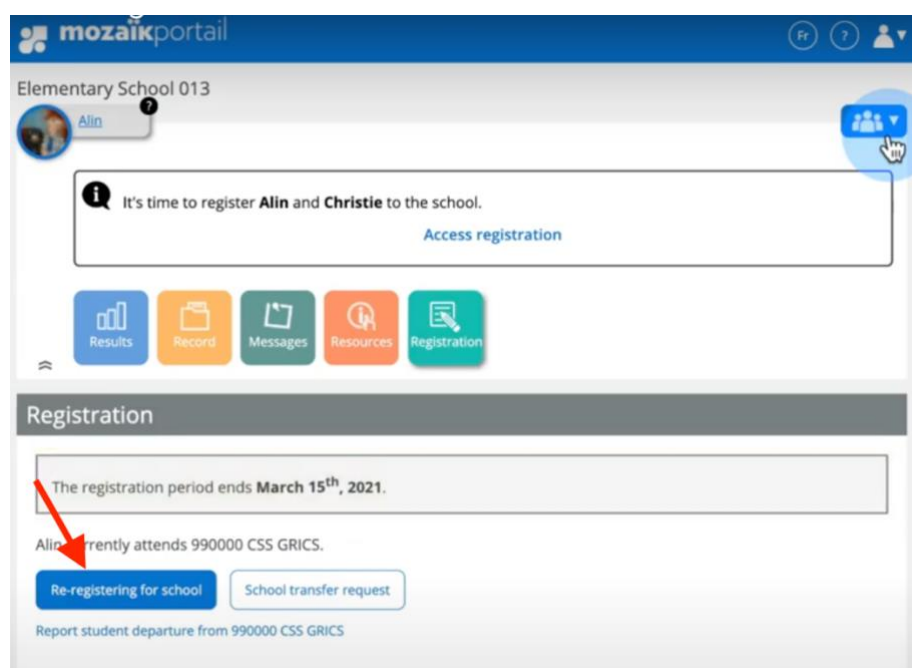
3. Connect to the portal with your Mozaik account or with one of your social media accounts.

4. During the Registration Period, an information window will appear inviting you to proceed to registration. Click on “Access Registration” to access the re-registration of the first child on the list.



5. You are now in the student's file. Three links are available to you :
- Re-registering for school
 - School transfer request
 - Report student departure from your school's organization – Select this link only if the student will be educated outside of the Central Québec School Board.

Click on « Re-registering for school ».



The form is composed of 5 sections.

First section : Identification

The section « Child Identification » displays the personal information of the child. If there are some mistakes, please contact your school after the re-registration is completed online.

- Click on « Next step ».

The screenshot shows the 'mozaikportail' interface for 'Re-registration for the 2021-2022 School Year'. The user 'Katja' is logged in. The progress bar shows five steps: 1. Identification (active), 2. School, 3. Address, 4. Questions, and 5. Confirmation. The 'Child Identification' section displays the following information:

Christie Beauvilliers
First name in the register of civil status: Kevin
Date of birth: 2011-03-04
Permanent code: BEAK66031102
Gender: Female
Gender in the register of civil status: Male

A 'Next step' button is located at the bottom right of the form.

Second section : School

The section « School » indicates the child's expected school.

- If you are re-registering your child at the same school , click on « Next step ».
- If you wish to request a change of school and if the change of school request is not available online, follow the instructions given by the school before moving on to the next step. Otherwise, make your request by selecting « School transfer request ».

The screenshot shows the 'mozaikportail' interface for 'Re-registration for the 2021-2022 School Year'. The user 'Katja' is logged in. The progress bar shows five steps: 1. Identification (completed with a green checkmark), 2. School (active), 3. Address, 4. Questions, and 5. Confirmation. The 'School' section displays the following information:

Elementary School 013
School transfer request

Below the table, there is a link: 'Report student departure from 990000 CSS GRICS'. At the bottom, there are 'Previous' and 'Next step' buttons.

- You must read the instructions.
- Select the desired school.
- Indicate the reason for the change.
- Save your request.

IMPORTANT : If a request a school transfer, you will also have to fill in a paper form available in schools and on the CQSB website: www.cqsb.qc.ca

- Click on « Next step ».

Third section : Address

The section « Address » displays the student's main address.

- Verify the information provided. If there are any errors or if you plan on moving, you may report a current or expected address change by selecting « Address change request ».
- Click on « Next step ».

The screenshot shows the 'mozaikportail' interface for 'Re-registration for the 2021-2022 School Year'. The progress bar indicates steps: 1. Identification (checked), 2. School (checked), 3. Address (active), 4. Questions, and 5. Confirmation. The 'Student Main Address' is displayed in a box: 525, Avenue fit Potter, Clermont (Québec) J2X 7Y7, Resides with Katja Bendouah, Effective since 2019-07-01. Below the box is a link for 'Address change request'. At the bottom, there are 'Previous' and 'Next step' buttons.

Fourth section : Questions

The section « Questions » contains the school's mandatory questions.

- You must respond to all questions before moving on to the next step.
- Click on « Next step ».

The screenshot shows the 'mozaikportail' interface for 'Re-registration for the 2021-2022 School Year'. The progress bar indicates steps: 1. Identification (checked), 2. School (checked), 3. Address (checked), 4. Questions (active), and 5. Confirmation. The 'Additional Questions' section is titled 'General' (0/2) and contains the question: 'In the event of departure, do you authorize the transfer of your child's file to another school services center?'. There are three radio button options: Yes, No, and Other. At the bottom, there are 'Previous' and 'Next step' buttons.

Fifth section : Confirmation

For the final confirmation step, you will need to read the important information.

- Check the box to confirm that you have read the important information and add your electronic signature.
- Click on « Submit » to submit the form.

The screenshot shows the 'mozaikportail' interface for 'Re-registration for the 2021-2022 School Year'. The user is logged in as 'Katja'. The progress bar at the top indicates five steps: Identification, School, Address, Questions, and Confirmation (the current step, marked with a '5').

The main content area is titled 'Important Information' and contains three paragraphs of text regarding the accuracy of the information and the school's admission policy. Below the text is a 'Show less ^' link.

At the bottom of the text area, there is a checkbox with a hand icon and the text: 'I confirm having read the important information above and am signing the registration. (Electronic signature)'. A red arrow points to this checkbox.

At the bottom right of the form, there is a 'Submit' button. A red arrow points to this button.

At the bottom left, there is a 'Previous' link.

The re-registration is complete.

The screenshot shows the 'mozaikportail' interface after successful re-registration. The user is logged in as 'Katja'. The page title is 'Re-registration for the 2021-2022 School Year'.

The main content area features a large green checkmark icon.

Below the icon, the text reads: 'Thank you! Re-registration has been sent.'

At the bottom center, there is a blue button labeled 'Return to portal'.