



# Mozaïk Parent Portal

## User Guide



# Mozaik Parent Portal Guide

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## Mozaik Parent Portal Guide

### Introduction to Mozaik Parent Portal

#### What is it?

The Mozaik Parent Portal is a tool made for keeping parents and schools in touch. A parent can use the portal to see their child's schedule, schedule an absence, follow their academic results, and more. As a parent, you are always in the loop with Mozaik Parent Portal.

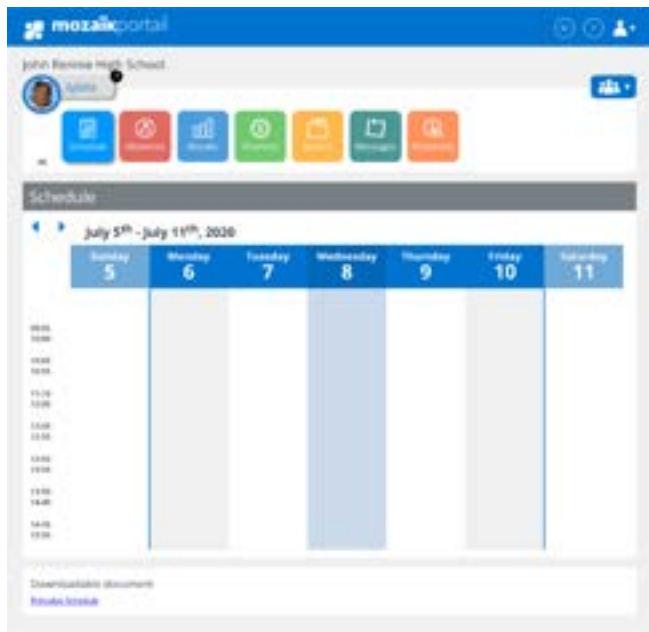


Figure 1 - Parent Portal

#### How does one access it?

The portal is found at <https://portailparents.ca/accueil/en/>.

If you have a child at a Lester B. Pearson School, you can access the Parent Portal. The only requirement being that you have already provided the school board with your email address. If this is not the case, please contact your child's school and provide them with a valid email. This will be your login to the Parent Portal.

#### How does one create an account?

To create your account, please follow along with the following video. It is a simple matter of creating your account and then linking it to your child. Alternatively, you can use the screenshots further in this guide.

[https://www.youtube.com/watch?v=cl2WojUpRek&feature=emb\\_logo](https://www.youtube.com/watch?v=cl2WojUpRek&feature=emb_logo)



## Mozaik Parent Portal Guide

### Tile Overview



Use the tiles shown in the image above to navigate throughout the portal. Here is a listing of the available tiles and a brief description of each page they link to.

#### Schedule

The schedule displays your child's school timetable. Only applicable to secondary school.

#### Absences

This tile will display past absences and enable you to notify the school of a planned absence.

#### Results

The results tile will display course grades. You will also have access to Ministry results and downloadable transcripts.

#### Finances

This tile will display tax slips and statements of account.

#### Record

This will display more information about your child and their courses.

#### Messages

Any messages from the board, school, or your child's teacher will show up here.

#### Resources

Any materials or links of interest shared by the board or school will be available here.



## Mozaik Parent Portal Guide

### Creating an Account

#### Getting to the Account Creation Page

Once you access the portal via <https://portailparents.ca/accueil/en/>, you will need to find the account creation page to create an account.







## Access to parents

Before connecting, make sure that your school subscribes to the service.

[Connection help](#)

**Sign in with your social media account**

 Facebook  LinkedIn

 Microsoft  Google

OR

**Sign in with your Mozaik account**

Email Address

Password

[Forgot your password?](#)

[Don't have an account? Create your account](#)

If you don't have an account, you must click this link to create one.



# Mozaik Parent Portal Guide

## Creating an Account

On the account creation page, fill in the required fields before continuing.

The screenshot shows the Mozaik account creation interface. At the top left is the Mozaik logo. Below it is a blue banner with a group of diverse children. The main heading is "Access to parents". Below this, a note states: "Before connecting, make sure that your school subscribes to the service." A link for "Connection help" is provided. The form area is titled "Complete the following:" and contains several fields and a button:

- Email Address:** A text input field with a callout box stating: "The Email Address must be the one you provided to the school." and another callout box: "Enter your email address here. It must be the one you gave the school board."
- Get a verification code:** A blue button with a callout box: "Press the button to get a verification code sent to your email. You must enter it in the box that appears."
- New Password:** A text input field.
- Confirmation:** A text input field.
- Enter a secure password:** A callout box pointing to both the New Password and Confirmation fields.

At the bottom of the form are "Save" and "Cancel" buttons. The footer of the page features the "grics" logo.



## Mozaik Parent Portal Guide

### Linking Account with your Child

Again, on this page you must fill in the required fields. Click on save when you are finished.

**Associate a child with my account**

Please fill out the form below to get access to your child's school information.

My child attends a private institution  no **Leave this setting as "no"**

School board  
Commission scolaire Virtuelle Opérations sur Préprod

Child's name  
Blain

Child's first name  
Gil **Fill in your child's information**

Date of birth  
22 February 2008

Id. number or permanent code **?**  
1334077

My email **?**  
tromblayma3@servicesgrics.ca

**When you're finished, you can click save.**

The form contains several input fields and a submit button. Annotations include: a callout box pointing to the 'no' radio button; a callout box pointing to the 'Child's name' and 'Child's first name' fields; a callout box pointing to the 'Date of birth' fields; a callout box pointing to the 'Id. number or permanent code' field; and a callout box pointing to the 'My email' field.



## Mozaik Parent Portal Guide

### Selecting Another Child

If you have multiple children, you can switch between them by clicking the button shown below. You can also add another child from the same menu.

The screenshot shows the Mozaik Parent Portal interface for a user named Silvy-Mimeau. The top navigation bar is blue with the Mozaik logo and the text 'mozaikportail'. On the right side of the navigation bar, there are icons for language (Fr), help (?), and a user profile icon. Below the navigation bar, the user's name 'Silvy-Mimeau' is displayed next to a profile picture icon. To the right of the profile picture is a 'Display family' button with a red notification badge showing the number '1'. A callout box with a white background and a grey border points to this button. The callout box contains the text: 'To choose another child, click on the button **Display family** (above, on the right). Don't remind me'. Below the callout box is a row of eight colorful buttons: Agenda (blue), Absences (red), Homework (purple), Results (blue), Finances (green), Record (orange), Messages (dark green), and Resources (orange). Below the buttons is a 'Messages' section with a dark grey header. The first message is titled 'Bonne rentrée' and contains the text 'La commission scolaire GRICS vous souhaite une bonne rentrée 2017!' and the date 'August 20<sup>th</sup>, 2017'. At the bottom of the page, there is a 'Comments' button and a footer that says 'A product by grica'.





## Mozaik Parent Portal Guide

### Entering in an Absence

Click on the *Absences* tile to get to the Absences page. You can notify the school of a planned absence using the form on this page.

The screenshot shows the Mozaik Parent Portal interface for John Rennie High School. The top navigation bar is blue with the 'mozaikportail' logo and user icons. Below the school name, there is a user profile picture and a menu icon. A row of seven colorful tiles is visible: Schedule (blue), Absences (red), Results (blue), Finances (green), Record (orange), Messages (teal), and Resources (orange). The 'Absences' tile is highlighted. Below this is a section titled 'Planned Absences' with a form to notify the school of a planned absence. The form includes dropdown menus for 'Absence for' (set to 'day'), 'Choose a type of absence', and 'Choose a reason'. There is a text area for 'Explanation as needed' with a character limit of 200. A 'Submit' button is at the bottom.

mozaikportail

John Rennie High School

Schedule Absences Results Finances Record Messages Resources

### Planned Absences

Notify the school of a planned absence

Absence for

Choose a type of absence

Choose a reason

Explanation as needed

Maximum 200 characters

Submit



## Mozaik Parent Portal Guide

### Resources

Account creation video

[https://www.youtube.com/watch?time\\_continue=222&v=cl2WoJUpRek&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=222&v=cl2WoJUpRek&feature=emb_logo)

Questions about connecting to the site

<https://portailparents.ca/accueil/en/aide.htm>

Mozaik Parent Portal FAQ

<https://demo.portailparents.ca/Content/pages/FAQ.html>