



# 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.

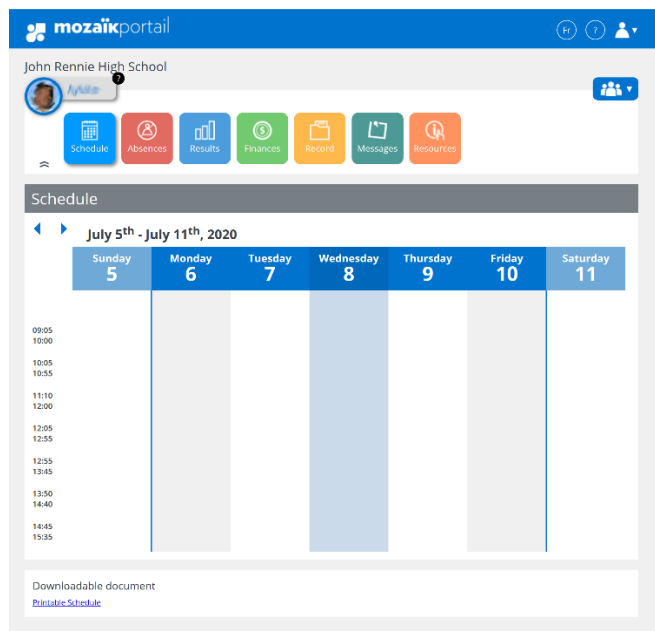


Figure 1 - Parent Portal

### 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.



## Mozaïk 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 Mozaïk account

Email Address

Password

[Forgot your password?](#)

[Log in](#)

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

Don't have an account?

[Create your account](#)





## Mozaik Parent Portal Guide

### Creating an Account

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



## 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

Get a verification code

New Password

Confirmation

Save

[Cancel](#)

Enter your email address here. It must be the one you gave the school board.

Press the button to get a verification code sent to your email. You must enter it in the box that appears.

Enter a secure password.





## 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

Date of birth  
22 February 2008

Id. number or permanent code ?  
1334077

My email ?  
tremblayma3@servicesgrics.ca

Fill in your child's information

When you're finished, you can click save.



## 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. At the top, there is a blue header with the 'mozaikportail' logo and user information (Fr, ?, and a profile icon). Below the header, the user's name 'Sily-Mimeau' is displayed next to a profile icon and a 'Gil' button. A 'Display family' button with a dropdown arrow is located to the right of the user's name. A tooltip message is displayed over the 'Display family' button, stating: 'To choose another child, click on the button **Display family** (above, on the right). ☐ Don't remind me'. Below the tooltip, there is a row of eight colorful buttons: Agenda, Absences, Homework, Results, Finances, Record, Messages, and Resources. A black arrow points from the 'Display family' button to the 'Messages' button. Below the buttons, there is a 'Messages' section with a message titled 'Bonne rentrée' from 'La commission scolaire GRICS' dated 'August 20th, 2017'. A blue callout box with a black border is positioned over the 'Messages' button, containing the text: 'If you have multiple children attending an LBPSB school, you can select another child by clicking here.' At the bottom of the page, there is a footer with the user's name 'Sily-Mimeau', a 'Contact us' link, a 'Comments' button, and the text 'A product by grics'.





## 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 Mozaik logo and the text 'mozaikportail'. On the right side of the bar are icons for 'Fr', a question mark, and a user profile. Below the bar, the school name 'John Rennie High School' is displayed. A user profile picture is shown on the left. A row of seven colored tiles is visible: 'Schedule' (blue), 'Absences' (red), 'Results' (blue), 'Finances' (green), 'Record' (orange), 'Messages' (teal), and 'Resources' (orange). The 'Absences' tile is highlighted. Below the tiles is a section titled 'Planned Absences'. This section contains a link 'Notify the school of a planned absence' with an upward arrow icon. Below the link are three dropdown menus: 'Absence for' with options 'day' and 'month', 'Choose a type of absence', and 'Choose a reason'. Below these is a large text area labeled 'Explanation as needed' with a character count of 'Maximum 200 characters'. At the bottom of the form is a 'Submit' button.

mozaikportail

John Rennie High School

Schedule Absences Results Finances Record Messages Resources

Planned Absences

Notify the school of a planned absence

Absence for day month

Choose a type of absence

Choose a reason

Explanation as needed

Maximum 200 characters

Submit



## Mozaïk 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>

Mozaïk Parent Portal FAQ

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