



Mozaïk Parent Portal

User Guide



Mozaik Parent Portal Guide

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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.

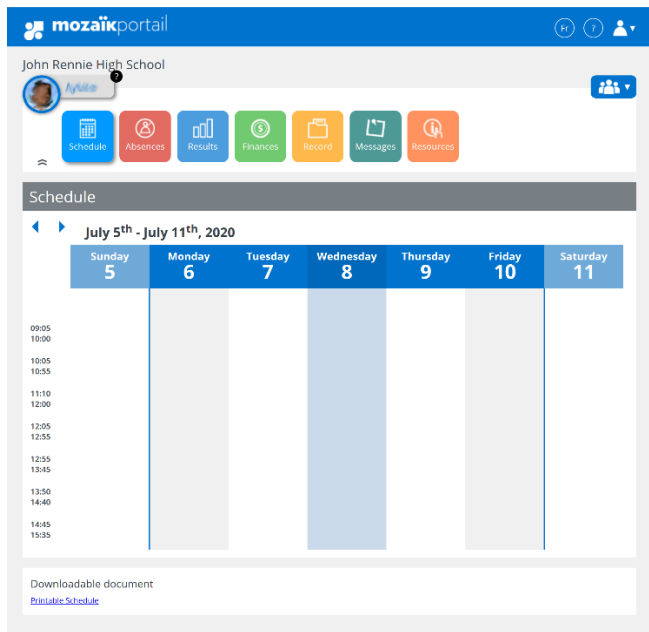


Figure 1 - Parent Portal

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



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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.



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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.



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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

New Password

Confirmation

[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.





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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 Fill in your child's information

Child's name
 Fill in your child's information

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

Date of birth
 February Fill in your child's information

Id. number or permanent code 1334077 Fill in your child's information

My email tremblayma3@servicesgrics.ca When you're finished, you can click save.



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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 bar, there are icons for 'Fr', a help icon, and a user profile icon. Below the bar, the user's name 'Silvy-Mimeau' is displayed, along with a profile picture and the name 'Gil'. A blue button labeled 'Display family' with a dropdown arrow is located in the top right corner of the main content area. A tooltip message is displayed over this button, stating: 'To choose another child, click on the button **Display family** (above, on the right). Don't remind me'. Below the message, there is a row of eight colorful buttons: Agenda, Absences, Homework, Results, Finances, Record, Messages, and Resources. A light blue callout box with a black border points to the 'Display family' button and contains the text: 'If you have multiple children attending an LBPSB school, you can select another child by clicking here.' The main content area shows a message titled 'Bonne rentrée' from the 'La commission scolaire GRICS' dated August 20th, 2017. At the bottom of the page, there is a 'Comments' button and a footer that reads 'A product by grics'.



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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 on the left and user information (Fr, ?, and a profile icon) on the right. Below the navigation bar, the school name 'John Rennie High School' is displayed. A user profile picture is visible on the left, and a group of people icon is on the right. A row of seven colorful tiles is shown: Schedule (blue), Absences (red), Results (blue), Finances (green), Record (orange), Messages (teal), and Resources (orange). Below the tiles is a grey header for 'Planned Absences'. The main content area contains a form titled 'Notify the school of a planned absence' with a blue arrow icon. The form includes: 'Absence for' with dropdowns for 'day' and 'month'; 'Choose a type of absence' dropdown; 'Choose a reason' dropdown; a large text area for 'Explanation as needed' with a character count of 'Maximum 200 characters'; and a 'Submit' button.



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Resources

Account creation video

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>