



Mozaïk Parent Portal

User Guide



Mozaik Parent Portal Guide

Contents

Introduction to Mozaik Parent Portal	3
What is it?	3
How does one access it?	3
How does one create an account?.....	3
Tile Overview	4
Schedule.....	4
Absences	4
Results.....	4
Finances	4
Record	4
Messages.....	4
Resources.....	4
Creating an Account.....	5
Getting to the Account Creation Page	5
Creating an Account.....	6
Linking Account with your Child	7
Selecting Another Child.....	8
Entering in an Absence	9
Resources.....	10
Account creation video	10
Questions about connecting to the site.....	10
Mozaik Parent Portal FAQ.....	10



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.

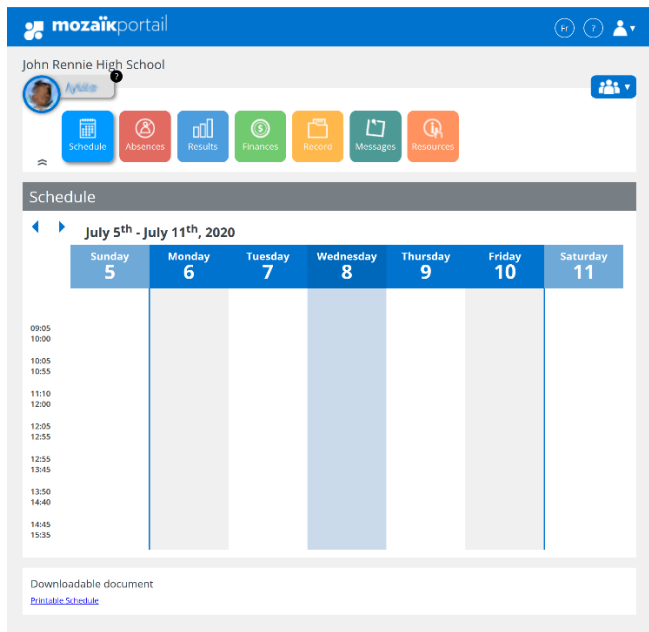


Figure 1 - Parent Portal

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



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.



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.





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 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.

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 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 'Fr', a help icon, and a user profile icon. Below the navigation bar, the user's name 'Silvy-Mimeau' is displayed, along with a profile picture and the name 'Gil'. A 'Display family' button 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 tooltip, there is a row of eight colorful buttons: Agenda, Absences, Homework, Results, Finances, Record, Messages, and Resources. A red notification badge with the number '1' is visible on the 'Display family' button. A light blue callout box with a black border is positioned over the 'Display family' button, containing the text: 'If you have multiple children attending an LBPSB school, you can select another child by clicking here.' Below the buttons, there is a 'Messages' section with 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'.



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. At the top, there is a blue header with the Mozaik logo and the text 'mozaikportail'. To the right of the header are icons for 'Fr', a question mark, and a user profile. Below the header, the school name 'John Rennie High School' is displayed. A user profile picture is visible on the left. A navigation bar contains several colored tiles: 'Schedule' (blue), 'Absences' (red), 'Results' (blue), 'Finances' (green), 'Record' (orange), 'Messages' (teal), and 'Resources' (orange). Below the navigation bar is a grey header for the 'Planned Absences' section. The main content area contains a form titled 'Notify the school of a planned absence'. The form includes the following fields: 'Absence for' with dropdowns for 'day' and 'month'; 'Choose a type of absence' with a dropdown; 'Choose a reason' with a dropdown; and a large text area for 'Explanation as needed' with a character limit of 200. A 'Submit' button is located at the bottom of the form.



Mozaik Parent Portal Guide

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>