



DALKEITH ELEMENTARY

7951 Dalkeith Avenue
Ville D'Anjou, Qc.
H1K 3X6
Tel: (514) 352-6730
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ONLINE ACCESS TO Dalkeith parent portal

Dalkeith will be moving towards greater online access for parents. As such, you now have access to your child's academic records online. Our goal is to remove the need for paper versions completely (eventually), but we have chosen to transition towards the digital format gradually.

What Information Do I Need to Access My Student's Report Card?

- ❖ To sign up for **Mozaïk-Portal**, please have the following information ready:
 - The e-mail address you submitted to the school as part of your contact information.
 - Child's permanent code or fiche (id) number (found on your child's First Communication report card included in this folder)

SCHOOL INFORMATION		STUDENT INFORMATION	
Dalkeith 7951 Dalkeith Avenue, Anjou, Quebec H1K 3X6 TELEPHONE (514) 352-6730 PRINCIPAL Wright, John		LAST and FIRST NAME Hardworker, Henrietta PERMANENT CODE HARRH12345678	
		HOMEROOM 003	CLASS A
		FICHE 1234567	
ADULT RESPONSIBLE			
Father <input checked="" type="checkbox"/> Mother <input checked="" type="checkbox"/> Legal guardian <input type="checkbox"/> Other <input type="checkbox"/>			
Name : Hardworker, Dad / Hardworker, Mom			
Address : 1234 Avenue Boulevard Montreal QC H1A 2B3			

To create a Mozaïk-Portal account:

- ❖ Follow this link:
 - <https://portailparents.ca/accueil/en>
 - Click "log in".
 - Click "create account".
 - Enter the above email address to get a verification code.
 - Click "get verification code".
 - Verify the above email account; you will have received a personal verification code from *Microsoft on behalf of Mozaïk Accès aux parents* <msonlineservicesteam@microsoftonline.com>.
 - Return to the website and enter your personal verification code.
 - Click "verify code".

Notes / Troubleshooting / FAQ:

- ❖ First time users will need to "create an account" using the above information.
- ❖ If you have difficulty, watch the video found at <https://portailparents.ca/accueil/en/aide.htm>
- ❖ Before gaining access, have you provided your email address to the school?
 - This information is required to create a link between you and your child's record. You must provide your email address to each school attended by one of your children. Once it has been entered into the school's database, you will be able to connect.
 - IMPORTANT: You must use the same email address for every child in order to be able to view all their records.
- ❖ Why can't I view my children's records from a social media account (Facebook, Twitter, etc.)?
 - Your account must use the same email address as the one provided to the school.
- ❖ Why haven't I received my validation code? Check your junk folder.

