

TRANSLATION

May 29, 2023

For students enrolled in Secondary IV or V in general education in the youth sector, in adult general education or in vocational training

Dear students:

Subject: Creating an account for the online consultation of your academic record at the Ministère de l'Éducation

The ministerial portal allows you to access your marks and diplomas that you earned in secondary school and in vocational training at any time. To do so, click on the *Online services* section of the education.gouv.qc.ca website to create your account. The process is quite simple and user friendly.

If you are a student in Secondary IV or V, any new information pertaining to your final marks will be added in the portal *Online academic record* at the end of the school year. Additionally, you will be able to request a review of the correction of your ministerial examinations through the *Home* tab of the portal.

We strongly suggest that you create your account before the end of the school year. Your marks will be available starting July 5, 2023, and you will be able to access them right away.

If you are enrolled in **adult general education or vocational training**, you can create your account at your convenience. Your final results will appear on your online academic record as soon as they have been approved.

To create your account:

- Go to the home page of education.gouv.qc.ca/en/home/.
- Click on *Online services*, then select *Online academic record*.
- On the login page, select *Create an account*.
- Provide the requested personal information, including your **permanent code** and **file number**, which allows us to identify you. If needed, you can obtain this information from your school or training centre.

Please note that only one account can be opened per permanent code.

If you encounter any technical difficulties while creating or consulting your account, please contact the Service des renseignements généraux of the Ministère de l'Éducation:

- 418-643-7095, for the Québec City area
- 1-866-747-6626, for other areas
- Select "Contact MEQ" on education.gouv.qc.ca/en/home/



Online Academic Record

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- 1 Go to education.gouv.qc.ca/en/home.
- 2 Click on *Online services*, then select *Online academic record*.
- 3 On the login page, select *Create an account*.
- 4 Provide your permanent code and your file number. If needed, you can obtain this information from your educational institution.



TO ENSURE PROPER FUNCTIONING:

- + *Please note that only one account can be opened per permanent code. Parents should not create an account on behalf of their children.*
- + *We suggest that you use a personal email address because the one provided by the educational institution could become inactive in the future.*
- + *It is important to write down the access information.*

Are you encountering technical difficulties while creating or consulting your account?

Your educational institution can help you. You can also contact the Service des renseignements généraux of the Ministère de l'Éducation:

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