



**Commission scolaire English-Montréal**

**English Montreal School Board**

# **Mozaik-Parent Portal**

Quick Reference User Guide

*Education Technology Services*

**EMSB**

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## 1. Overview

### 1.1 The tool

Mozaik-Parent Portal is a tool for collaboration and communication between teacher, school administration and parents. This tool allows parents to track their child's school results, school bus transportation in real time.

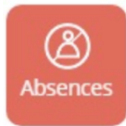
### 1.2 Modules

Mozaik-Parent Portal offers the following modules:



Agenda

- ◆ Student timetable
- ◆ School holidays
- ◆ Detention
- ◆ Assignments



Absences

- ◆ Notification of lateness or absenteeism



Results

- ◆ Consult result by subject
- ◆ Consult MEES results
- ◆ Report cards



Record

- ◆ Student information
- ◆ Subjects
- ◆ School bus transportation
- ◆ IP



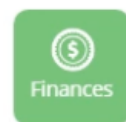
Messages

- ◆ Communicating with
  - School board
  - School
  - Teachers
- ◆ Consult memos and alerts



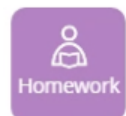
Resources

- ◆ View resources shared by
  - School board
  - School
  - Teachers



Finances

- ◆ School Items
- ◆ Account statements
- ◆ Tax statements for daycare



Homework

- ◆ Assignments

## 2. Before connecting

Before starting this process, ensure that you have already provided your ***email address*** to the school attended by your child. If not, please contact the school and ask them to add your email address to your child's record. Allow 24 to 48 hours for the information to be processed.

## 3. Site

### 3.1 Recommendation

It is highly recommended to consult the following link:

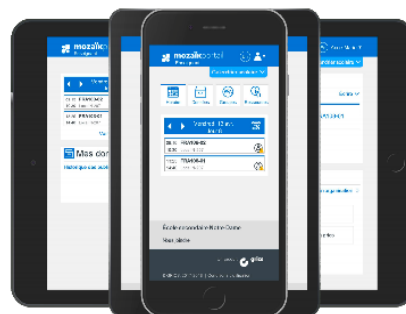
<https://portailparents.ca/accueil/en/aide.htm> before creating a new account if you did not register yet. This link encompasses some key information and a tutorial video.

### 3.2 Address

In order for the parents to access their child's/children's academic information, they must connect to the new Mozaik-Portal (<https://portailparents.ca/accueil/en/>).



This site is accessible from any mobile devices.



## 4. How to connect

### 4.1 Steps

#### 4.1.1 Accessing

1 - Ensure that you are using the right language. To switch between languages, click on the [Fr](#) button.

2 - Click on the [Log in](#) button to access the login page.



#### 4.1.2 Creating a new account

If you don't have an account yet to access this site, you must click on the [Create your account](#) link. Otherwise, enter your [Email Address](#), [Password](#) and click on the [Log in](#) button.

If you forgot your password, click on the [Forgot your password?](#) link.



## 4.1.3 Get a verification code

In the **yellow box**, you must type your email address that was provided to the school attended by your child. If you have forgotten the email address given to the school, please contact your child's school. Otherwise, click on the [Get a verification code](#) button. For verification purposes, a code will be sent to your email address.

Access to parents

Need help?  
Before connecting, make sure that your school subscribes to the service.

Complete the following:

The Email Address must be the one you provided to the school.

Email Address  
michael.m...@gmail.com

Get a verification code

New Password  
.....

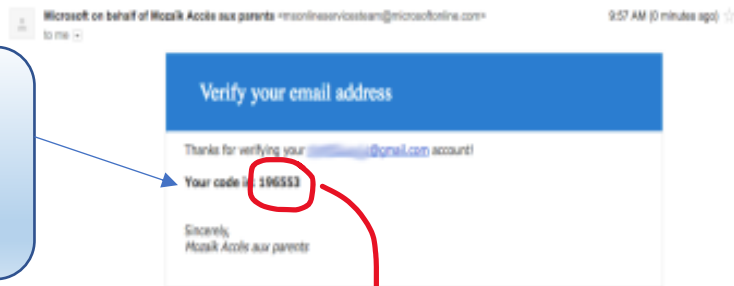
Confirmation  
.....

Save Cancel

It is important to leave the portal window open while you retrieve the verification code in your email; otherwise, you will have to start all over again.

## 4.1.4 Verifying the received code

You will receive a verification code to the email address you entered above. Here is an example of a code that you will receive by email.



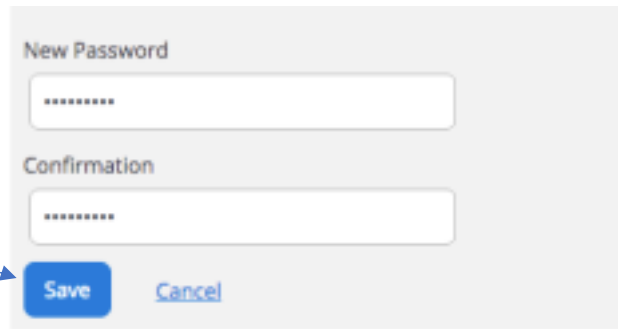
Enter the received code in the [Verification Code](#) text box. Click on the [Verify code](#) button to validate this code. You can get a new code by clicking on this **button**.

Verification Code

Verify code Get a new code

## 4.1.5 Creating a new password

This last step is to create and confirm the new password. Click on the [Save](#) button to access the Mozaik-Parent Portal.

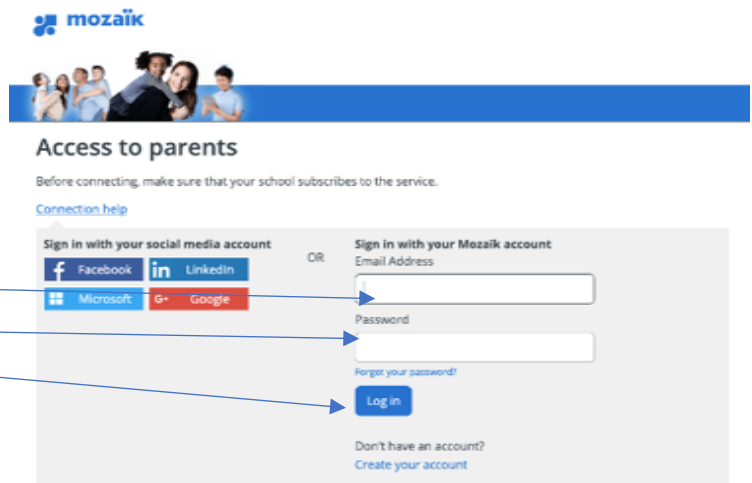


The screenshot shows a form titled "New Password" with two input fields: "New Password" and "Confirmation", both containing masked characters (dots). Below the fields are two buttons: a blue "Save" button and a grey "Cancel" button.

For security purposes, a strong password must consist of 8 to 16 characters including letters (uppercase, lowercase), numbers (0-9) and symbols (! @ # \$ % ^ & \* () : > < ? ' ").

## 4.1.6 Logging in

Once the account is validated and created, type your [Email Address](#) and [Password](#) in their respective text box. Click on the [Log in](#) button.



The screenshot shows the Mozaik login page. At the top is the Mozaik logo and a banner image of a family. Below is the heading "Access to parents" and a note: "Before connecting, make sure that your school subscribes to the service." There is a "Connection help" link. The login options are: "Sign in with your social media account" (with buttons for Facebook, LinkedIn, Microsoft, and Google) and "Sign in with your Mozaik account" (with input fields for "Email Address" and "Password", a "Forgot your password?" link, and a blue "Log in" button). At the bottom, there is a link: "Don't have an account? Create your account".

## 5. Linking your child to your account

### 5.1 After logging in

Once you have logged in, the application will prompt you to this page. Click on this [link](#) to continue.

### 5.2 Fill out the form

**!** Is your Mozaik account email ([mozaik@grics.ca](mailto:mozaik@grics.ca)) the one the school uses to communicate with you?  
If this is not the case, you must first contact the school administration to make changes.

No child linked to my account

### Link My Child to My Account

Please fill out the form below to get access to your child's school information.

My child attends a private institution  no

School Board  
Commission scolaire Virtuelle Opérations sur Préprod

Child's Last Name  
Child LN

Child's First Name  
Child FN

Date of Birth  
01 January 2011

Id. Number or Permanent Code  
1234567

My Email  
mozaik@grics.ca

Leave this field at "No".

Click on the dropdown button to select the school board: English Montreal School Board.

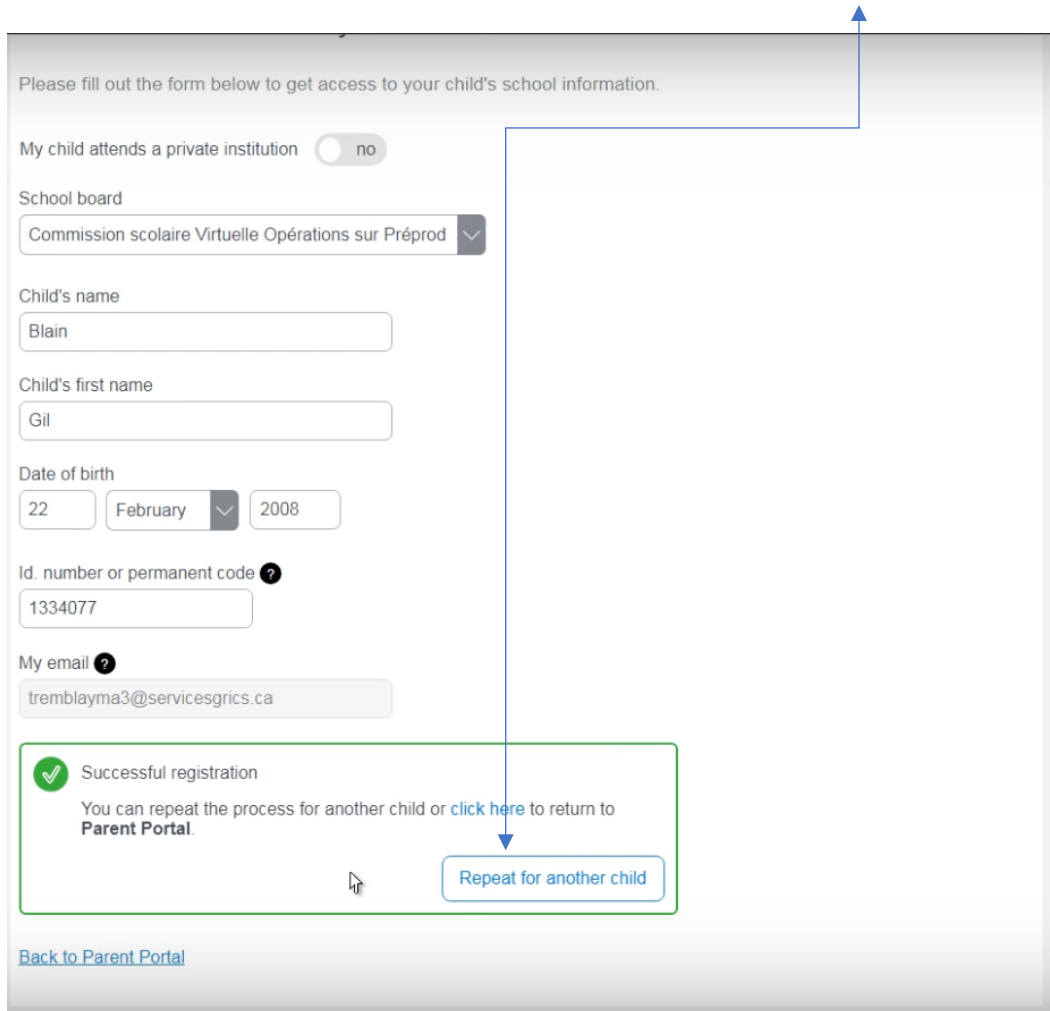
You can find this information in your child's timetable, ID card or report card.

Click on this question mark symbol for help.



### 5.3 Registering another child

Once the information is saved and if you have more than one child attending an EMSB school (elementary or high school), click on the [Repeat for another child button](#).



Please fill out the form below to get access to your child's school information.


My child attends a private institution  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

 Successful registration  
You can repeat the process for another child or [click here](#) to return to **Parent Portal**.

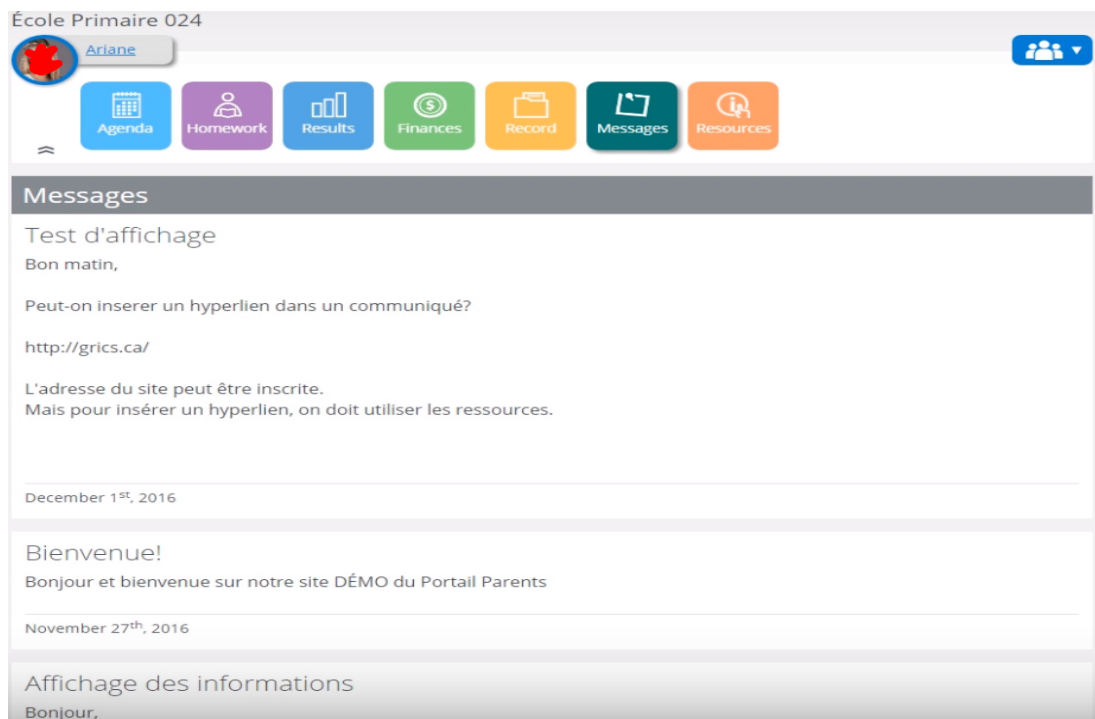
[Repeat for another child](#)

[Back to Parent Portal](#)

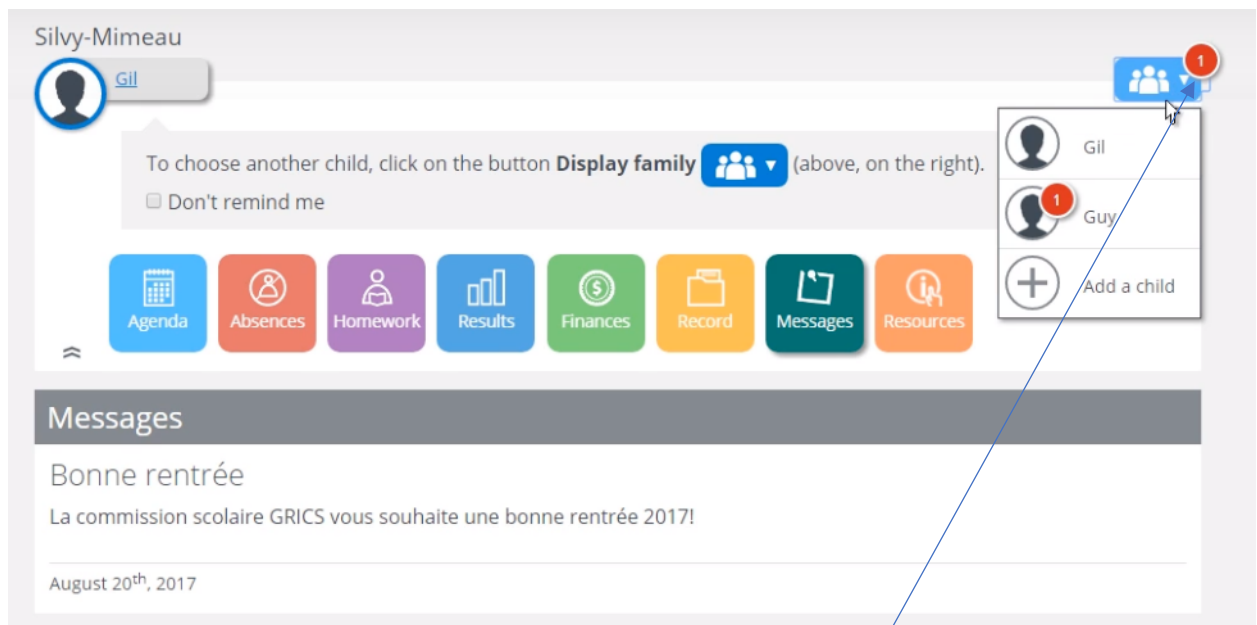
## 6. Into the Portal

### 6.1 Access to the page

After a successful connection is made, you can now access the information on your child's page.



### 6.2 More than one child



This indicates the number of children linked to your account.

## 7. Support

- ◆ Videos :
  - <https://www.youtube.com/watch?v=mldVTPIE5CU>
  - <https://youtu.be/cl2WoJUpRek>
- ◆ If you have problems connecting to the Mozaik-Parent Portal, please contact the secretary at your child's school.
- ◆ For FAQ, visit this site <https://demo.portailparents.ca/Content/pages/FAQ.html>.
- ◆ You can also email your questions to [MozaikParentPortal@emsb.qc.ca](mailto:MozaikParentPortal@emsb.qc.ca).

Enjoy your new experience  
on the Portal!