Lester B. Pearson School Board

Commission scolaire Lester-B.-Pearson

Mozaïk Parent Portal

User Guide

Mozaïk Parent Portal Guide

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Introduction to Mozaïk Parent Portal

What is it?

The Mozaïk 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 Mozaïk Parent Portal.

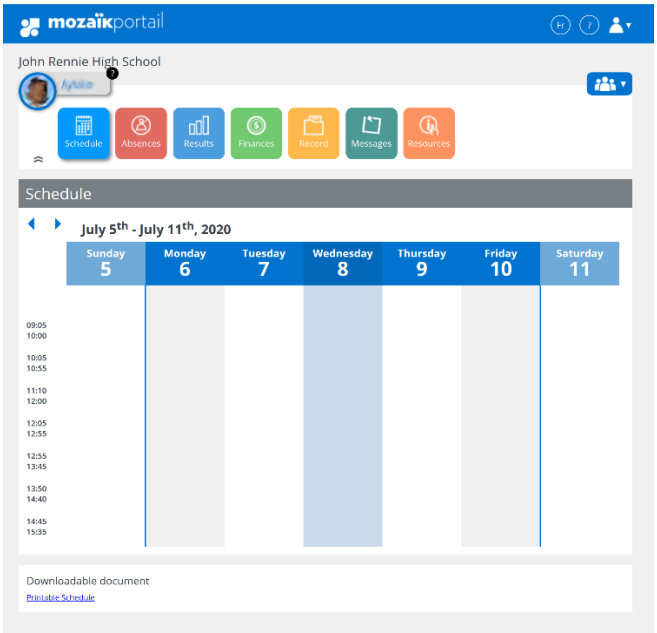


Figure 1 - Parent Portal

How does one access it?

The portal is found at [https://portailparents.ca/accueil/en/.](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

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.

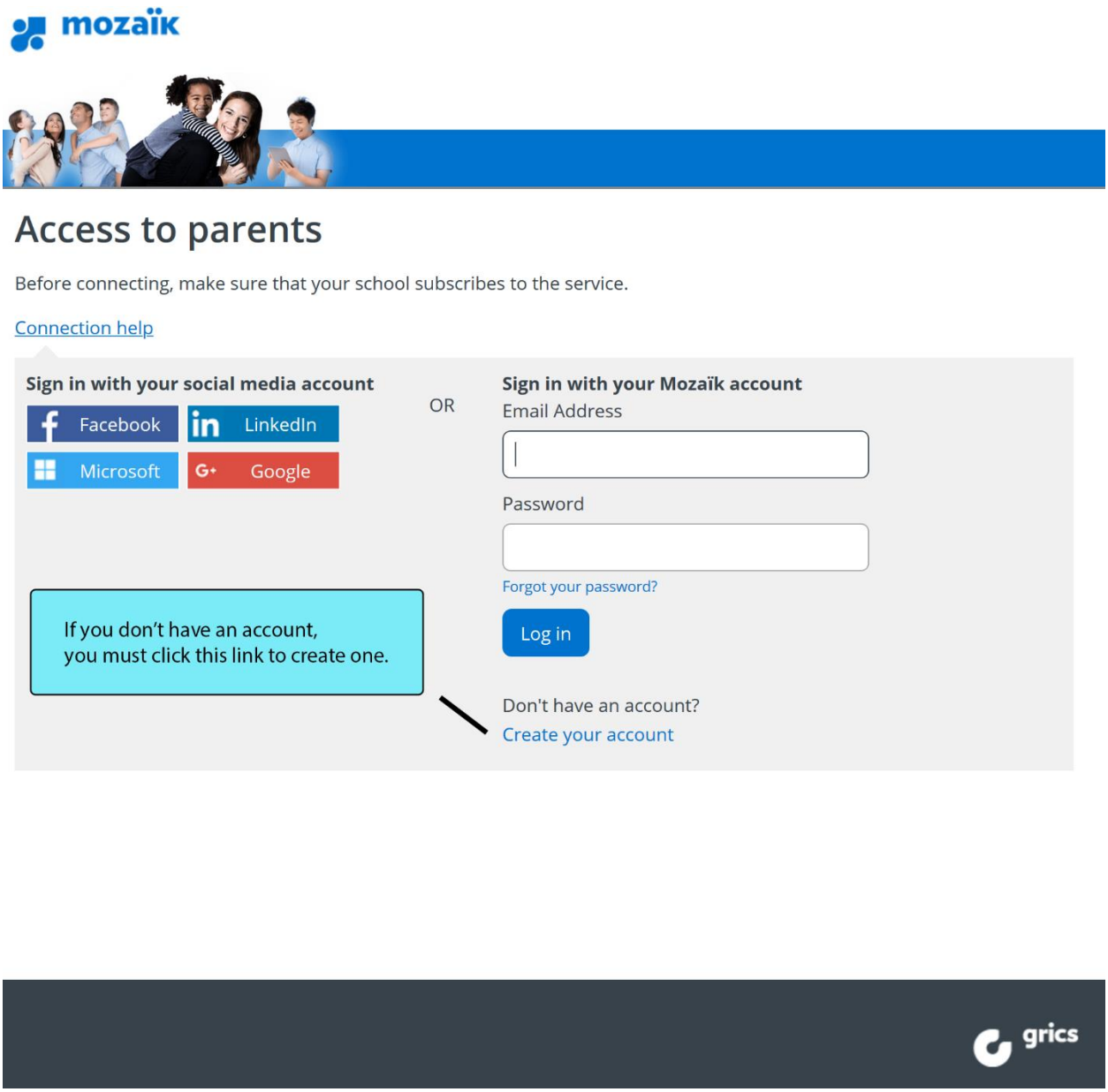
Resources

Any materials or links of interest shared by the board or school will be available here.

Creating an Account

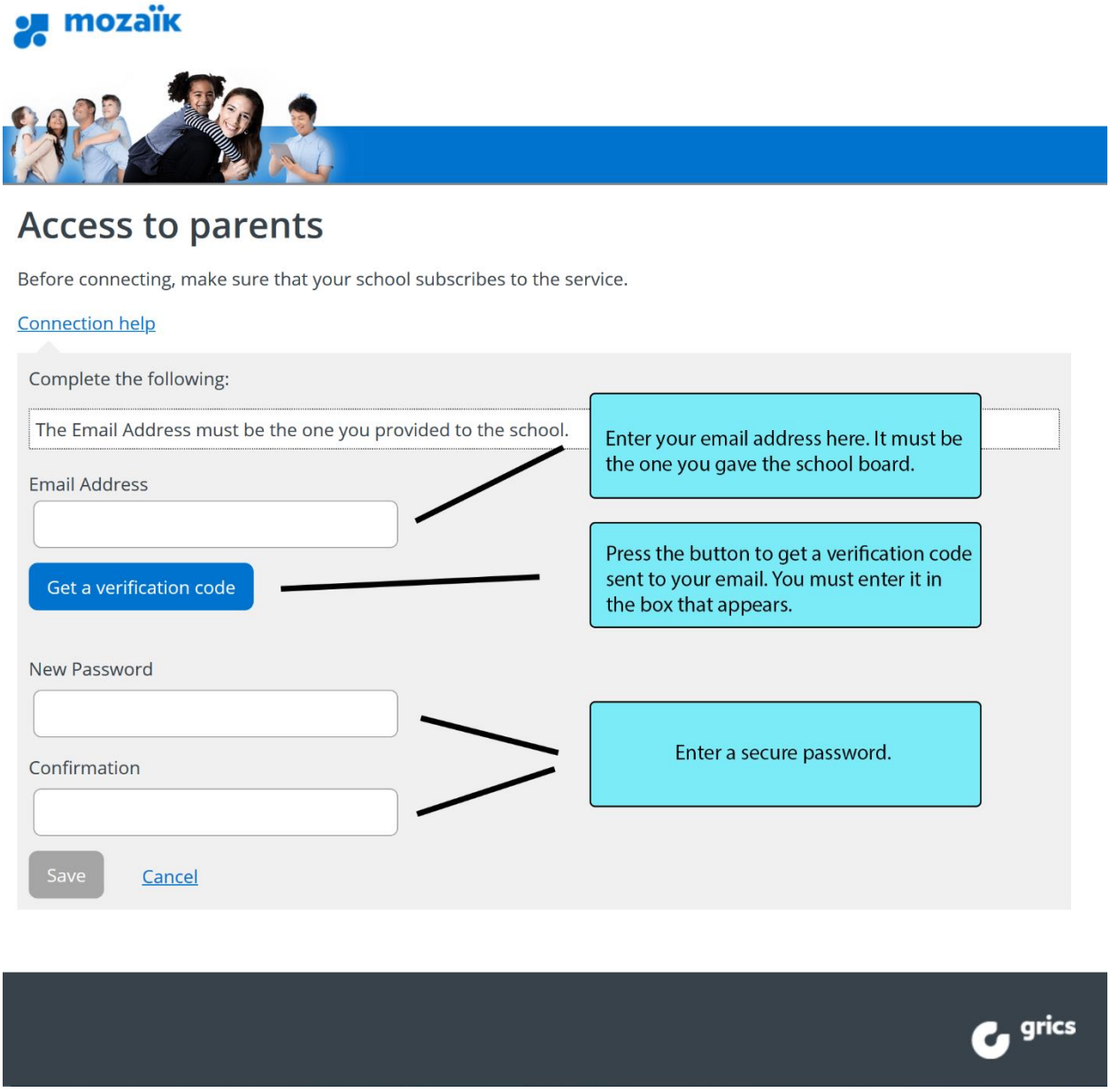
Getting to the Account Creation Page

Once you access the portal via https://portailparents.ca/accueil/en/, you will need to find the account creation page to create an account.



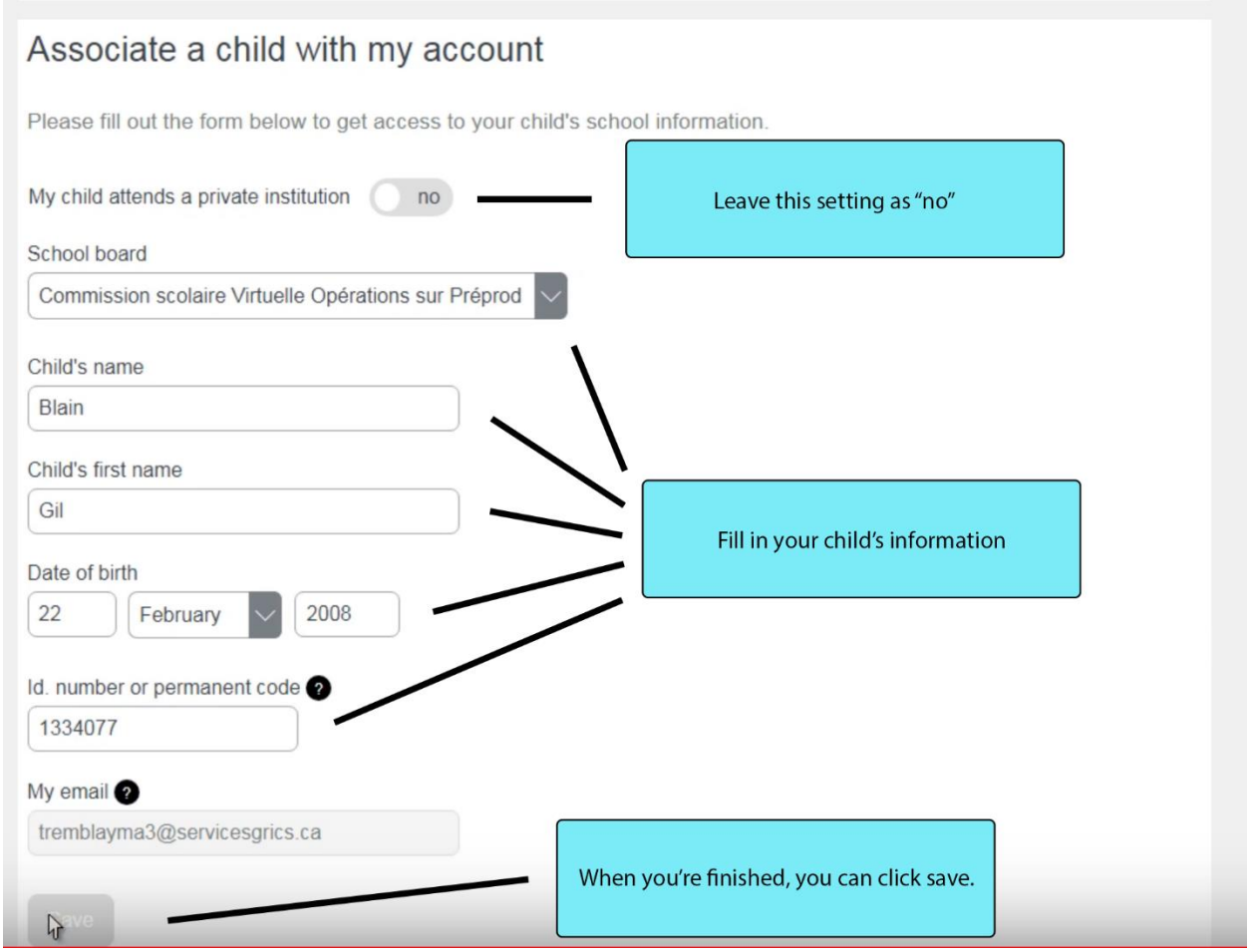
Creating an Account

On the account creation page, fill in the required fields before continuing.



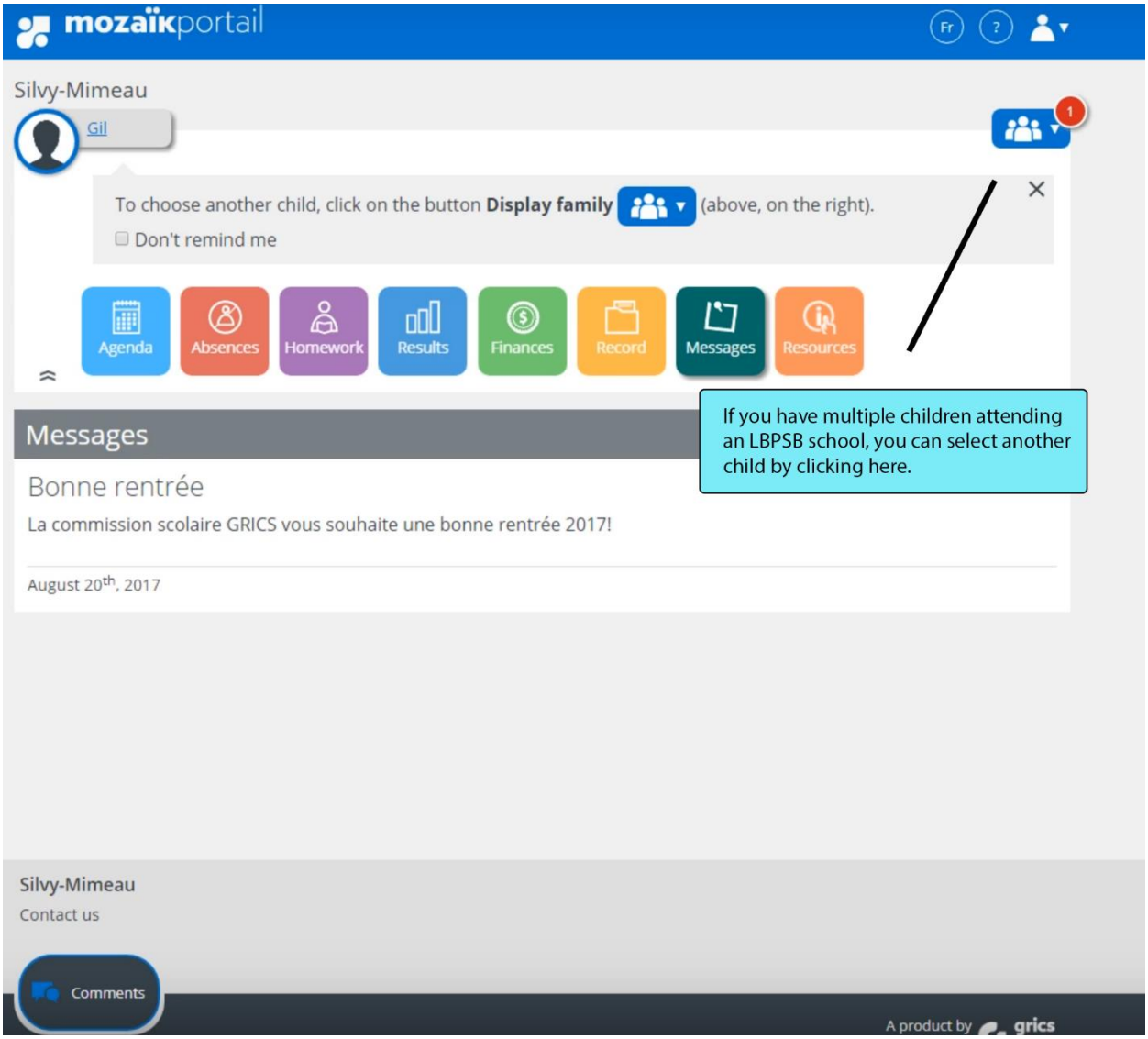
Linking Account with your Child

Again, on this page you must fill in the required fields. Click on save when you are finished.



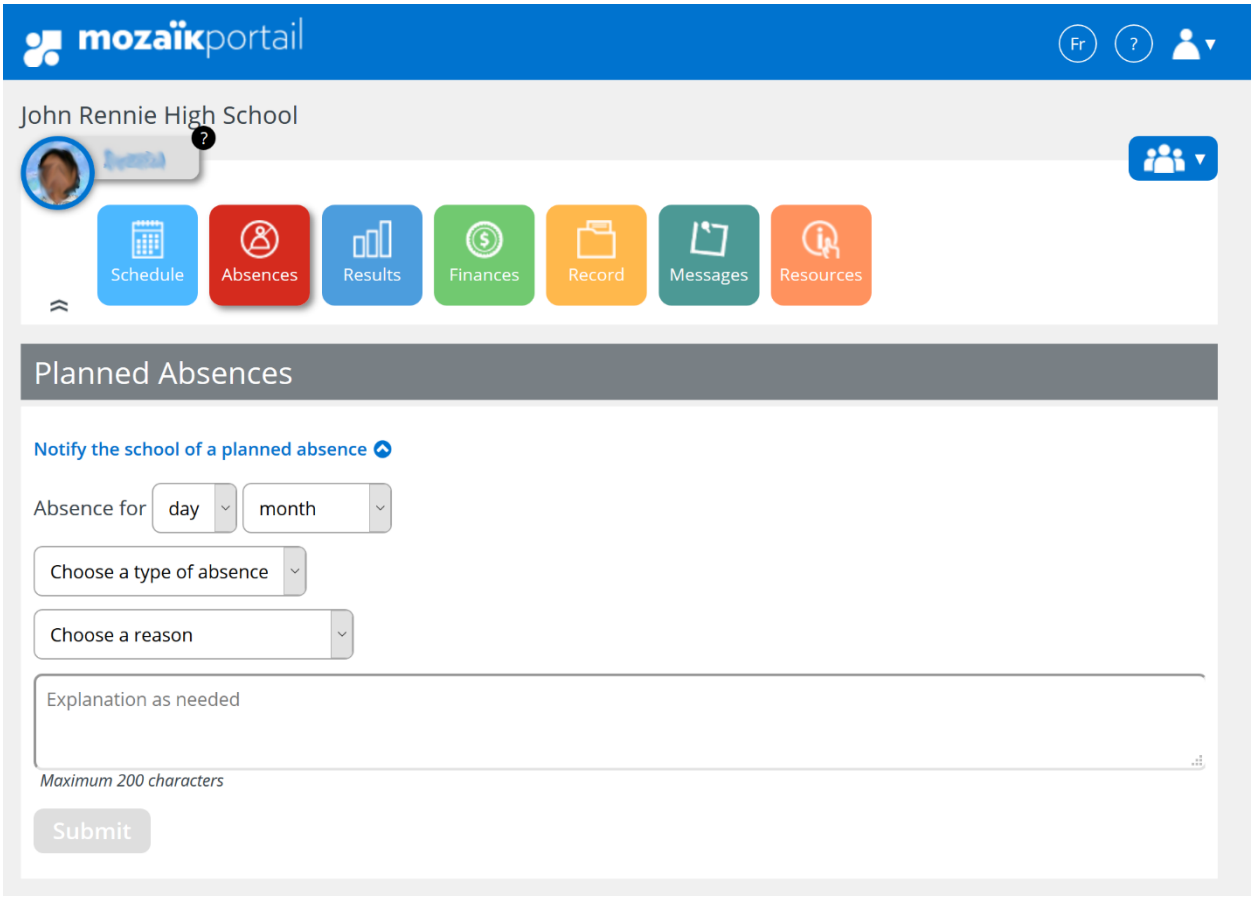
Selecting Another Child

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.



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.



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

Mozaïk Parent Portal FAQ

https://demo.portailparents.ca/Content/pages/FAQ.html