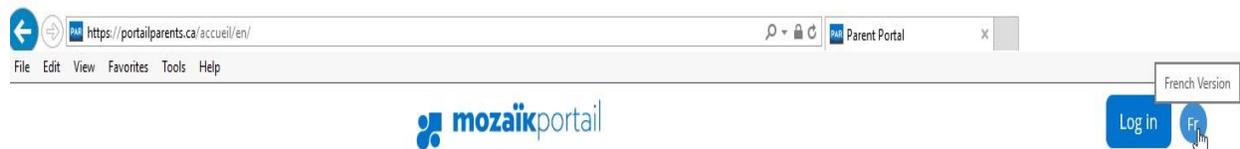# Mozaïk Parents portal connection procedure.

This documentation briefly explains how to connect a parent to the Mozaïk parent portal.

Primarily, the responsible adult MUST have a valid e-mail address in GPI.

Parents will browse to the following web link:

https://portailparents.ca/accueil/en/ *if the parent prefers the French version they have to click on the Fr button as per screen shoot.*

Parents have two possible types of connection to the portal, using their **social media account** or with their **personal e-mail address. I**n either case, **the e-mail address they will choose to use MUST be in GPI and assigned to the correct parent**. Please note if the parent calls the school to give their e-mail address or make a modification, there is a *2-hour wait time* for the system to refresh the data.

Connecting with a social media account:

A parent can connect using their social media account.

1- Before clicking on the button of the appropriate social media account, parents must logged into their social media account.
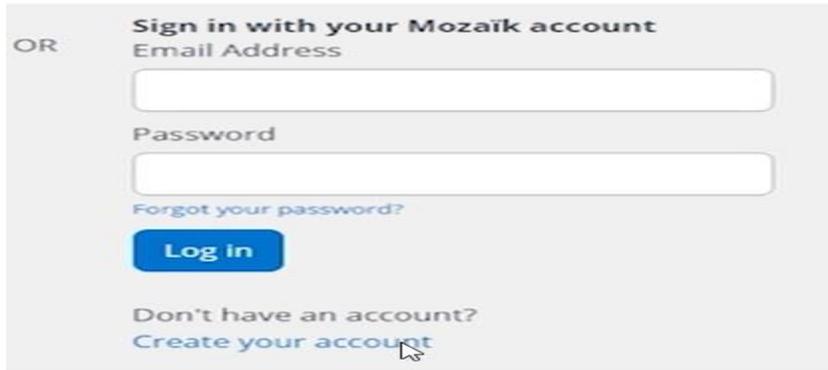2- Click on the correct social media account button on the portal sign-in page.

3- Click on continue as "*parents name*".
4- Click on the **Save** button if the e-mail address is the one you provided the school(s) of your child(s), if not, enter the correct e-mail address and then click on the **Save** button. If at that step you have entered a different e-mail address, you will get an e-mail with a *verification code* that you will insert in the *verification code rectangle*. Click on "**Verify code**" button then click on the "**Save**" button.

Note: The benefit of using the social media account is that you do not have to enter your password each time you connect to the parent portal.

Connecting with your Mozaïk account:

Parents can connect with their personal e-mail address by entering their e-mail address and password each time they want to connect to the portal.

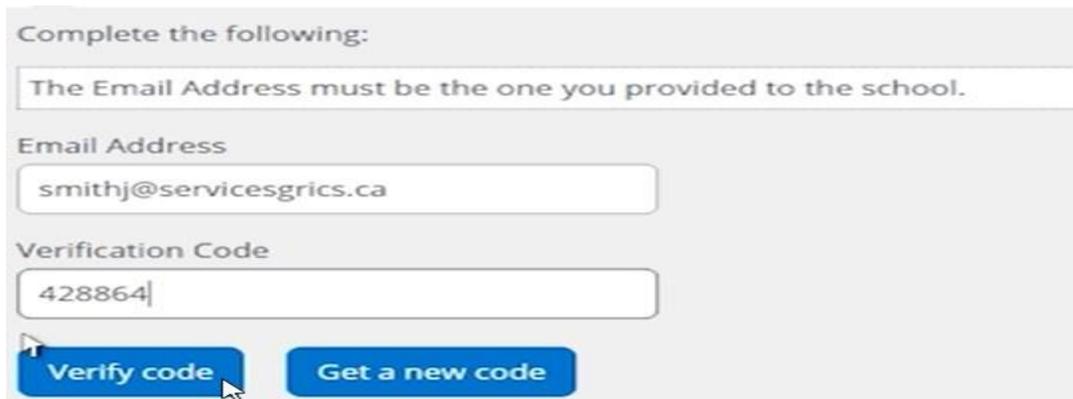1- Click on *Create your account*.

2- Type your personal e-mail address.
3- Click on *Get a verification code* button. This will send a verification code to the e-mail address that you just provided.
4- Once you got the verification code, type it in the *Verification code* box.

5- Click on 'Verify code'.
6- Enter a password twice so you confirm the password.

The e-mail address and password that you just created will be the credentials that you will use to access the Mozaïk Parents Portal and see your child's school information.

If at any time, you require further assistance you will find a short video explaining the necessary steps to make the initial connection on the Portal Login page (https://portailparents.ca/accueil/en/) at the bottom.

Thank you.