

Mozaik-Portal Instructions – JAMES LYNG HIGH SCHOOL

Dear Parent(s) / Guardian(s),

The following information will help guide you through the GRICS web-based program called **Mozaik-Portal**. This system is used to view your child's report card. The information below is for parents who have never accessed the system or who have forgotten.

Please be advised: **DO NOT share your password with your child (ren).

To sign up for **Mozaik-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 ID number (found on your child's timetable or report card)

To create a **Mozaik-Portal** account:

- Follow this link: <https://portailparents.ca/accueil/en>
- Click "log in."
- Click "create account."
- Enter your 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 Mozaik Accès aux parents* <msonlineservicesteam@microsoftonline.com>.
- Return to the website and enter your personal verification code.
- Click "verify code."

Notes:

- 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 child's records using my social media account to sign in (Facebook, Twitter, etc.)?

- Your social media account must use the same email address as the one provided to the school.

Why haven't I received my validation code?

- The email may have gone to your junk folder.

To Update Your Information

- If you need to make changes to your personal information, contact Ms. Robin Maclean, School Secretary, rmaclean2@emsb.qc.ca. Requests must be made in writing.

If you have any questions or need assistance, please do not hesitate to call the school at (514) 846-8814.