



Mozaik Parent Portal for Registration

The Mozaik Parent Portal is being implemented across school boards throughout the province and will become the main hub for information. It facilitates collaboration and communication between parents/guardians and schools. Mozaik is a user friendly tool and can be accessed at the following web link: www.mozaikportal.ca.

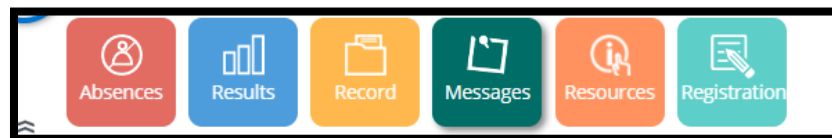
We are introducing the Registration tile in Mozaik to simplify the process for the upcoming 2021-2022 school year. This tile allows parents/guardians to validate the information that our school currently has on file for your child(ren).



Although you may have already confirmed that your child is returning to Gerald McShane Elementary School, we ask that parents/guardians of students currently in Pre-Kindergarten to Grade 5 support our efforts in making these technological advancements by completing the Registration tile within the Mozaik portal to provide a final confirmation related to the 2021-2022 school year. It will be available as early as April 22nd, 2021 and must be **completed by Friday, May 7th, 2021**.

***IMPORTANT:** If you share custody of your child please ensure to fill out the information that corresponds to you. Also take note that only one parent can complete the registration tile in Mozaik. If you have a child who is new to the school for the upcoming 2021-2022 school year, you will not have access to the Registration tile.

Mozaik Parent Portal



Step 1: Click on REGISTRATION – Complete the **School** tab

The Mozaik Portal will walk you through the steps to validate:

- Student Identification
- Planned School (*or advise current school that child is leaving*)
- Address (*or request an address change*)
- Submit
- Once registered, it will prompt you to register for daycare (See Step 2)



Before and After School Enriched Daycare Program

Step 2: DAYCARE – Complete the **Daycare** tab to register:

Please note you may only register for daycare after having completed the registration for the school tab.

- If you **will** be requiring daycare services for the 2021-2022 school year, please complete the information requested.
- If you **will not** be requiring daycare services for the 2021-2022 school year, please click on Do not Register for Daycare

IMPORTANT: If you require daycare services for a child who will be starting Pre-K or Kindergarten in 2021-2022, and is new to the school, kindly contact the Daycare Technician of your school to register. If you do not require daycare services, no action is required.

Should you have any questions concerning the on-line daycare registration, please communicate with the Daycare Technician at 514-321-1146.

NEW MOZAIK USERS

If you've never used Mozaik before, you must create an account to access the portal. **Please note:** the email you have provided to our school is the same one you will need to use in order to register for Mozaik. Therefore, if you do not remember which email you provided the school at the time of registration, please contact the school secretary (at email and/or phone number) to ensure your proper login).

You will be asked to validate the following fields in order to authorize your access:

- Name of School Board,
- Child Surname & First name (*exactly as registered with the government; including accents, hyphens and/or spaces*)
- Child Date of Birth
- Child's record number or permanent code (QPC)

For more information on How to Create an Account, you may find an instructional video on our website: <https://www.emsb.qc.ca/emsb/community/parents/mozaik>

Kind Regards,

S. Rebelo
Principal
Gerald McShane Elementary School