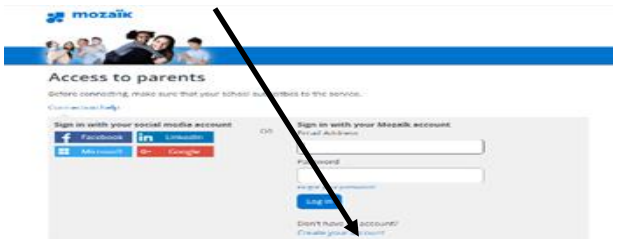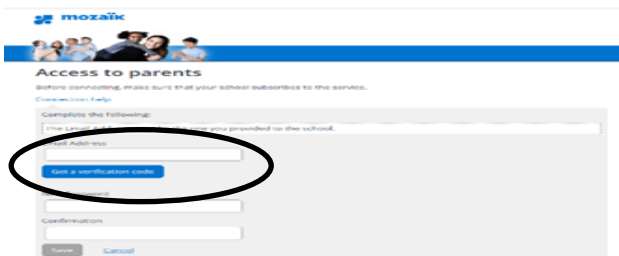# Parent Portal Quick Guide

Creating your account

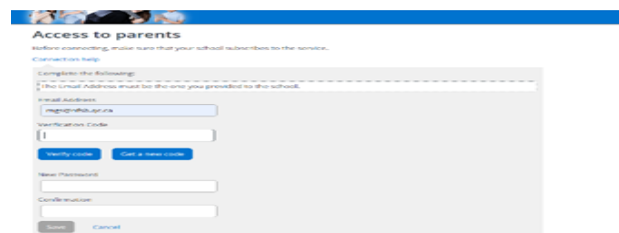Go to www.parentportal.ca
Click on the **Log in** button.

Click on the **Create your account** link.

Enter the email address the school has on file for your child.
Click on **Get a verification code.**
Look in your email account for a verification code from:
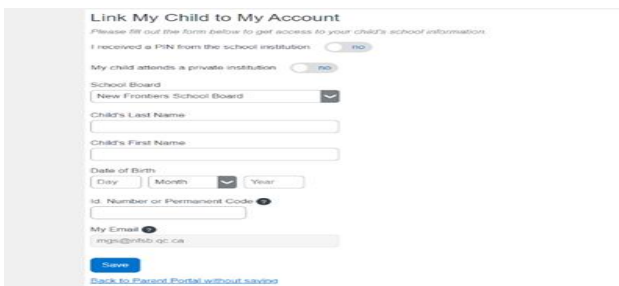-Mozaïk Accès aux parents account email verification code

Enter the verification code and click on **Verify code.**
Create a password.   Click **Save.**
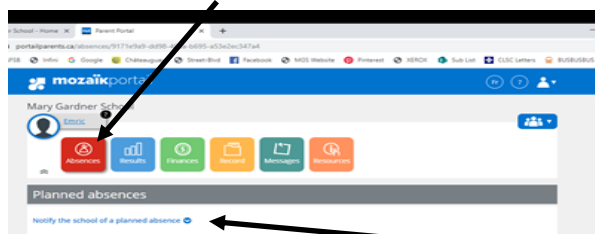
Click on **Click here to fill in the form.**

Fill in the information needed.
You can find your child's permanent code on their eligibility certificate or contact the office to get their ID number.
Once all fields are filled in, click on **Submit.**
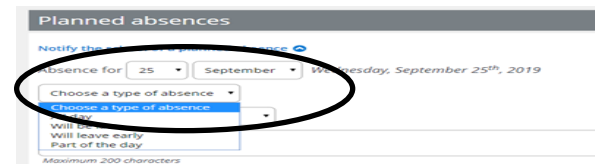
Recording your child's absence

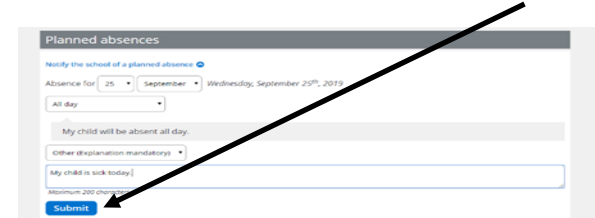Log into your parent portal account.

Please press the [Absences] Absence button.

Under the grey Planned absences line, you need to click on Notify the school of a planned absence.

Chose the date of the absence. This may be done in advance and not just the day of.
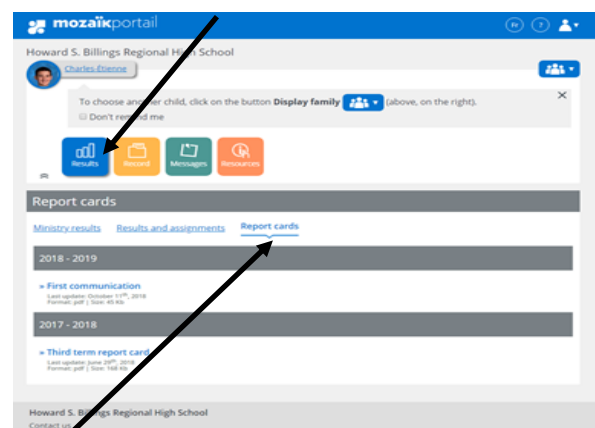Pick a type of absence

Other (Explanation mandatory) and explain the reason below.
Once that is done, you can press the Submit button.

Report Card viewing

Log into your parent portal account.

Please press the [Results] Results button.

Under the grey result line, you will see 3 options, you need to click on the third one, Report cards.
All your child's NFSB report cards should be listed.
Please click on the blue links to see a PDF version.
Some parents have indicated that they are having trouble viewing the reports on their portable devices. You may need to use a computer to see your child's report card due to PDF compatibility issues.