Dear Parent/Guardian,

As a follow up to our previous email, you may now re-register your child for the 2017-2018 school year through the secure MOZAIK website.  You can access the site from the ETSB website under the PARENTS TAB or at https://inscription.espacemozaik.ca

## Steps to follow:

1.  Be sure to use the MOZAIK website and not the ETSB Parent Portal.

2.  Click the LOG IN button on the top of the page.

**3.** You must proceed as if you are a new user and create an account. Scroll down on the login page to get the create account link.



**4.** You may **ONLY** use the email you provided to your school (the one which received this email), to access the re-registration information.

**5.** There is a video tutorial provided on the login page of the site.

6. Re-enter your email address.

7. Click on the **GET A VERIFICATION CODE** button.

## 8. Leave your browser window open and go to your email inbox for the code.



9. Enter this code in the new box marked **VERIFICATION CODE**.

10. Press the **VERIFY CODE** button.

**11.** Create your password.
**We advise that you write it down for future use.**
**It will be required for Course Selection at a later date.**

**12.** Re-enter your email to confirm.

**13.** Click on the save button.
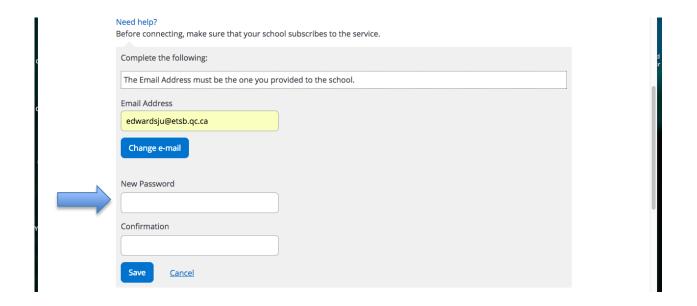
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Once your account is created and you are logged in, you will then be redirected to your child's (or children's) registration information.  From here you will be able to:

Choose the desired action:
- ➢ either REGISTER AT SCHOOL or
- ➢ DO NOT REGISTER cancel registration

    a + sign will allow you to display additional details

## PLEASE NOTE THAT COURSE SELECTION FOR THE 2017-2018 SCHOOL YEAR WILL TAKE PLACE AT A LATER DATE. WE WILL INFORM YOU WHEN THIS IS AVAILABLE.

Thank you for re-registering your child (children) with the Eastern Townships School Board and entrusting his/her education to us.

## Tips & Tricks

- ➢ The email address you must use is the one that received the emails regarding re-registering your child.

- ➢ In the case of a shared custody situation, only one parent may be the primary responsible adult and can re-register a student. Please call us to confirm which parent this is designated to if you are unsure or unable to access your student's dossier.

- ➢ This process uses an encrypted cloud granting you access to your student's dossier. It is secure and confidential and may only use **ONE** email address that corresponds to your child's dossier at MV, thereby giving you access. Please call us to confirm your email address if you are not sure.

If you:

1. … Are using the Facebook or Google+ links, you must make sure that these accounts are using the **same address that you provided us at the school**.

2. … Closed your browser to get your verification code you will need to request a new one. The key to entering the verification code is leaving that window open in your browser while you get the code from your email.

3. … Did not receive your verification code, please check your recycle bin, spam folder or junk mail folders;

4. … Are using Safari as an internet browser, please try Firefox or Chrome;

5. … Are using your telephone, please try a desktop computer or if you are using a desktop computer, try your phone.

If none of these solutions work for you, the likely cause could be your ISP (internet service provider) blocking content the email as Spam.

In this case, if you have an alternate email address (Gmail and/or Hotmail etc), please call us at the school and we'd be happy to change the address in your student's dossier to one of those.