



## Online Academic Record

### TO CREATE YOUR ACCOUNT:

- 1 Go to [education.gouv.qc.ca/en/home](http://education.gouv.qc.ca/en/home).
- 2 Click on *Online services*, then select *Online academic record*.
- 3 On the login page, select *Create an account*.
- 4 Provide your permanent code and your file number. If needed, you can obtain this information from your educational institution.



### TO ENSURE PROPER FUNCTIONING:

- + *Please note that only one account can be opened per permanent code. Parents should not create an account on behalf of their children.*
- + *We suggest that you use a personal email address because the one provided by the educational institution could become inactive in the future.*
- + *It is important to write down the access information.*

### Are you encountering technical difficulties while creating or consulting your account?

Your educational institution can help you. You can also contact the Service des renseignements généraux of the Ministère de l'Éducation:

- 418-643-7095, for the Québec City area
- 1-866-747-6626, for other areas
- Section Contact MEQ at [education.gouv.qc.ca/en/home/](http://education.gouv.qc.ca/en/home/)

