

TRANSLATION

May 9, 2024

For students enrolled in Secondary IV or V in general education in the youth sector (GEY), in adult general education (AGE) or in vocational training (VT)

**Subject: Creating an account for the online consultation of your academic record at the
Ministère de l'Éducation**

Dear students:

You can now go online to consult your marks and the diplomas you obtained in secondary school and in vocational training. To do so, go to the [Online academic record](#) page and click on "Create an account." The process for creating an account is quite simple and user friendly.

Provide the following information: permanent code and file number. If you do not already have this information, you can obtain it from your educational institution.

If you are a Secondary IV or V student, any new information concerning your final marks will be posted in the portal of your [Online academic record](#) at the end of the school year. You can also request a review of the marking of your ministerial examinations through the "Home" tab of the portal. **We strongly suggest that you create your account before the end of the school year.** This will enable you to consult your marks right away, starting July 8, 2024.

If you are enrolled in adult general education or vocational training, you can create your account at your convenience. Your final marks will be posted to your online file as soon as they have been certified.

Please note that only one account can be created per permanent code. If you encounter any technical difficulties while creating your account or consulting your file, please contact the Direction de la sanction des études of the Ministère de l'Éducation:

- 418-643-7095, option 4 and then 2, for the Québec City area
- 1-866-747-6626, option 4 and then 2, for calls from all other areas
- [Online form](#)

Yours truly,

[Original signed by]
Joane Cardinal
Director



Online Academic Record

TO CREATE YOUR ACCOUNT:

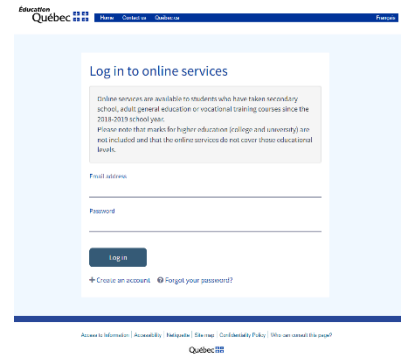
1

Go to <https://portail.education.gouv.qc.ca/en/accueil.ca/en/home>.

2

Select *Create an account*.

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](#)

