Magnet Applications

As a rule, we try to design our applications to be as intuitive as possible, however, we have many different users from all backgrounds and from time to time, someone will need a little help. This document should give you a basic understanding on the process of entering a magnet application so you may better assist parents, guardians and students.

How to access the application

For starters the URL for magnet applications is and always will be:

https://apps.muscogee.k12.ga.us/Magnet

This URL will never change and will work even when applications are not open and there is no button/link from the Families page on the website. If you want to ensure your information looks and functions correctly prior to the process opening and without saving or email real data, use the test URL:

https://test.muscogee.k12.ga.us/Magnet

The test instance will have a warning bar at the top of the page to distinguish it from the live site.
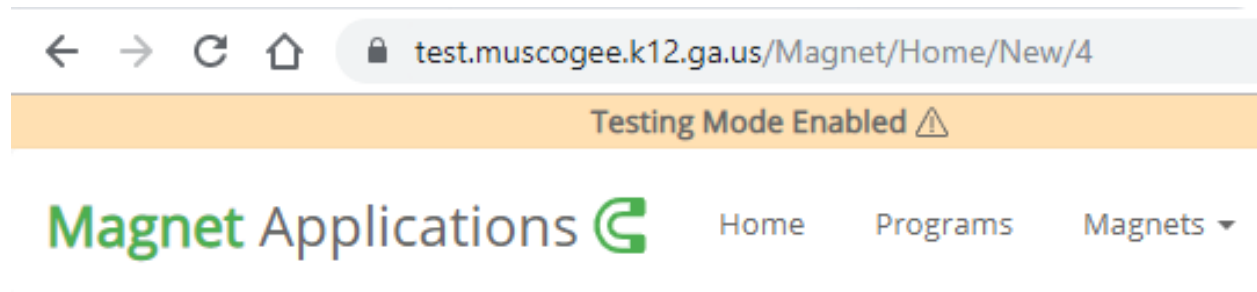
	Please Note: Any changes you make on the test instance will not be reflected into production. Make sure you are in the proper environment when dealing with records.

Authentication

Before starting a new application, users will need to authenticate. There will be a "Log In / Create Account" button near the center of the page as well as a "Login" link in the top right for any user not already authenticated.

LOG IN / CREATE ACCOUNT

2020-21 School Year Middle/High A

Clicking this will do one of 2 different things. On a windows machine that is on the MCSD network (work computers) this will attempt to log you in as the Windows user you used to access your computer as a single sign on solution. If this is unintended, you can click the user name in the top right to be redirected back to option 2.

E041246 ☞

Option 2 is for anyone else that the login script cant determine the user for. You will be directed to the login page at

https://apps.muscogee.k12.ga.us/pages/Login.aspx?ReturnUrl=https://apps.muscogee.k12.ga.us/Magnet/

MCSD User Login

👤 User ID   Employee ID - Student ID - Email Address

🔑 Password

Sign In ➡

There are a few methods that will allow a user to log in.

1. Using your Window/Active Directory credentials for any student or employee. These are the same credentials you use to log into your computer every day. If you are not on school district WiFi, you may still use these credentials to log in at home.
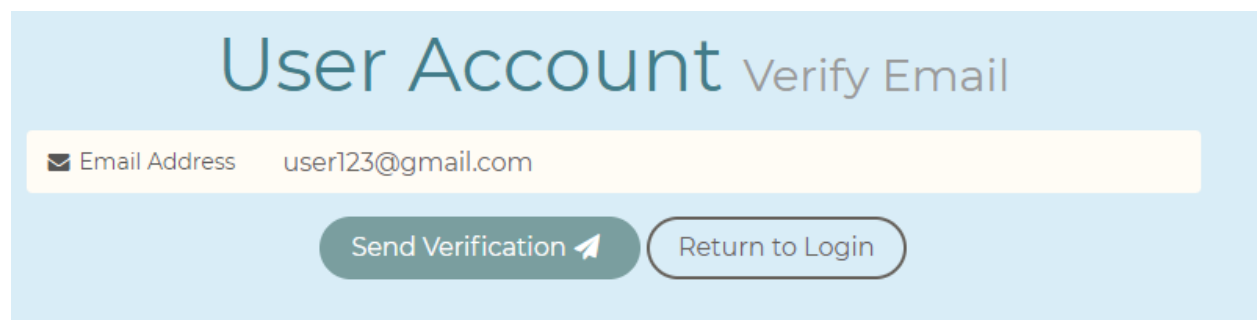
2. Parents/Guardians of students that have created a infinite campus parent portal account may use the same credentials for that account here. This is the preferred method for parents that are not employees of MCSD as we are able to link student data and leave the parent with less opportunity for error.

3. Everyone else will need to make an external community member account. If the parent/guardian made one last year or made one for another application then that account will work here. The link to make a new account can be found at the very bottom of the login page.

External Community Members

You may create an account to access any public facing MCSD applications by usin access guidelines to avoid termination of your account.

Create Account

The account creation process includes an email verification step.

User Account Verify Email

✉ Email Address   user123@gmail.com

Send Verification ✈   Return to Login

After sending the verification request, users will receive an email entitle "Email Verification Requested" that will contain the code to enter on the verification page. You may also click the link inside the email to be sent directly back to the new account details step of the process.

☐ ☆ ▶ noreply   **Email Verification Requested** - Verification Code - 528678 Thank you for your assistance with verifying your…

After entering some basic details and finishing the account creation process, users will need to login with that newly created account and navigate back to https://apps.muscogee.k12.ga.us/Magnet or follow the link again from the families portal. The login page will no longer be able to redirect them automatically after a new account creation.

Starting A New Application

After authenticating using any of the methods listed above, users should now see the "New Magnet Application" button in place of the "Log In / Create Account" button. Additionally,

any applications the users have started, including those completed, will appear on the home page.

Welcome back Michael W Gunnels

My Applications

	Status	Student	Started
🔗 b94e5 ...	Incomplete 0%	Niya Jignesh Shah - 1002717337	Oct 14, 2019
🔗 f8f8f ...	Incomplete 50%	Wataru Sean Aoki - 3946234933	Oct 14, 2019

+ NEW MAGNET APPLICATION

2020-21 School Year Middle/High Applications
Deadline: January 17, 2020 - 11:59 PM

After clicking the new application button, users will be presented with different options depending on how they have authenticated. Students who have logged in and chose to do their own magnet application will have only the option to start one as themselves.

Select an option below to start a new application.

🔘 I am applying as an MCSD student

Wataru Aoki - 3946234933

SAVE AND CONTINUE

Anyone logging in using parent portal credentials or MCSD employees who have been linked to students in a guardianship role in infinite campus will see an additional option to select a student they are linked to.

Select an option below to start a new application.

◉ Select a student I have a guardian relationship with

> **LAUREN MACDONALD**
> 1483011291
> JUL 24, 1997

These are a list of student we have found that you have a guardian relationship with though the SIS portal.

○ Currently attending an MCSD school and know my GTID

○ Currently attending an MCSD school but dont know/have my GTID

○ Applying from outside the district

SAVE AND CONTINUE

For everyone else with a student currently enrolled in MCSD, we will need to look up student data via entering their GTID or by entering first name, last name and a birthday. If applying from outside the district, they will select the last option that states just that.

	Please Note: There is no way to restrict someone from choosing "Applying from outside the district" when they are internal. This will remove the ability for the form to populate with existing IC data and we will not be able to pull student metrics on the back end for such a case. If assisting a parent, it is in everyone's best interest to have an application linked to a GTID in some way.

Entering data

Most steps in the process are fairly straight forward and with a GTID entered in the starting step, most data should be pre-populated. On the "Guardian" details step, there is a check for accurate address information. If this information in incorrect or out of date, it needs to be updated in Infinite Campus directly.

Address   7401 BLACKMON RD #901
COLUMBUS, GA 31909-7504
If your address is incorrect, you will need to consult with your school for corrections then Refresh Your Information

☐ I have verified my address information is correct.

After a parent contacts the student's school and has the address updated, use the "Refresh Your Information" link inside the box and the new address data should be translated into the application. It is also important for the user to ensure that the "Contact Email" address is accurate to ensure that we are able to contact them via email and that they will receive any links and information they need in a timely manner.

When selecting magnet programs in the following step, it is important to remind parents/students that they must select ALL magnet programs they wish to apply for. There can only be one application per GTID and the selection list will include all programs the student is eligible to apply for.

Please select **ALL** magnet programs you wish to apply for during this application window.

For more information on the available magnet programs, please visit the Magnet Programs information page.

Middle Schools

☐ Arnold Magnet Academy
  Math, Science and Technology

☑ East Columbus Magnet Academy
  Gifted and Talented

☑ Fort Middle School
  Service Learning Academy

☐ Richards Middle School
  International Baccalaureate Programme

☐ Rainey-McCullers School of the Arts
  Fine Arts

SAVE AND CONTINUE

Magnet programs may have various requirements the student must complete to be in the selection process. If there are entrance exams or other appointments they must attend, they will appear on the "Schedule" step.

Some magnet programs you chose require you to schedule appointments. Please select an option that best serves you.

Fort Middle School - Entrance Exam
Please bring a confirmation page with you to testing, you will not need any other materials.

○ December 9, 2019 - 3:00 PM
○ December 10, 2019 - 3:00 PM
○ December 11, 2019 - 3:00 PM
○ December 12, 2019 - 3:00 PM
● December 13, 2019 - 3:00 PM
○ January 21, 2020 - 3:00 PM
○ January 22, 2020 - 3:00 PM
○ January 23, 2020 - 3:00 PM
○ January 24, 2020 - 3:00 PM
○ January 25, 2020 - 10:00 AM
○ February 1, 2020 - 10:00 AM
○ February 8, 2020 - 10:00 AM

SAVE AND CONTINUE

Any reference requirements will be listed at the top of the "References" step. Using the "Search MCSD Teachers" box will ensure that the information for MCSD teachers will be accurate and is the preferred method for reference entry. It is up to the parent/student to select the proper reference type in the drop down to ensure they have met every programs reference requirements.

Additionally, external students must list a guidance counselor or similar from their previous school as a means to provide past years student metrics (Grades, Attendance, Behavior, etc.). There must be at least 2 references and a maximum of 10 total is allowed.

Recommendation Requirements: 2 Teacher Minimum

Fort Middle School   Please include any two previous teachers as a reference.

Search MCSD Teachers

Search by name, school etc.

	Name	Email Address	Reference Type	
*1				▾
*2				▾
3				▾
4				▾

The final step if for a guardian signature. This signature is digital and can be signed with a mouse or a touch screen for devices that support such. It is up to the magnet coordinator to ensure this signature is proper and meets any requires you may have.

I, **Michael W Gunnels**, am satisfied with the information provided in this application and give **Niya Jignesh Shah** permission to attend a magnet program if so chosen. I understand that once this application has been submitted, I will be locked into the selection process.

GUARDIAN SIGNATURE

⟁ Clear

SAVE AND CONTINUE

Summary

After an application has been completed, the student/parent will see a summary of the information they have provided. At the top of the summary there is a unique application link that they may share with anyone that will redirect to this page.

👍 Thank you for submitting your magnet application!

Your unique application link: GUID: b94e5e4a-ce3c-447e-ad03-b07bf82f0b44

Application   Created: October 14, 2019 10:07 AM

Completed: October 14, 2019 11:42 AM

I hope this guide will help the new coordinators among us and is a handy refresher for all. Since you will be the ground team, it is up to you to assist any parents that may run into trouble. If you have exhausted all your ideas and no other coordinators are able to help you solve it, I will be available via email to help you understand any steps to better assist parents. I hope you found this guide helpful and if so, I will be adding more for other areas of the application process in the near future.