



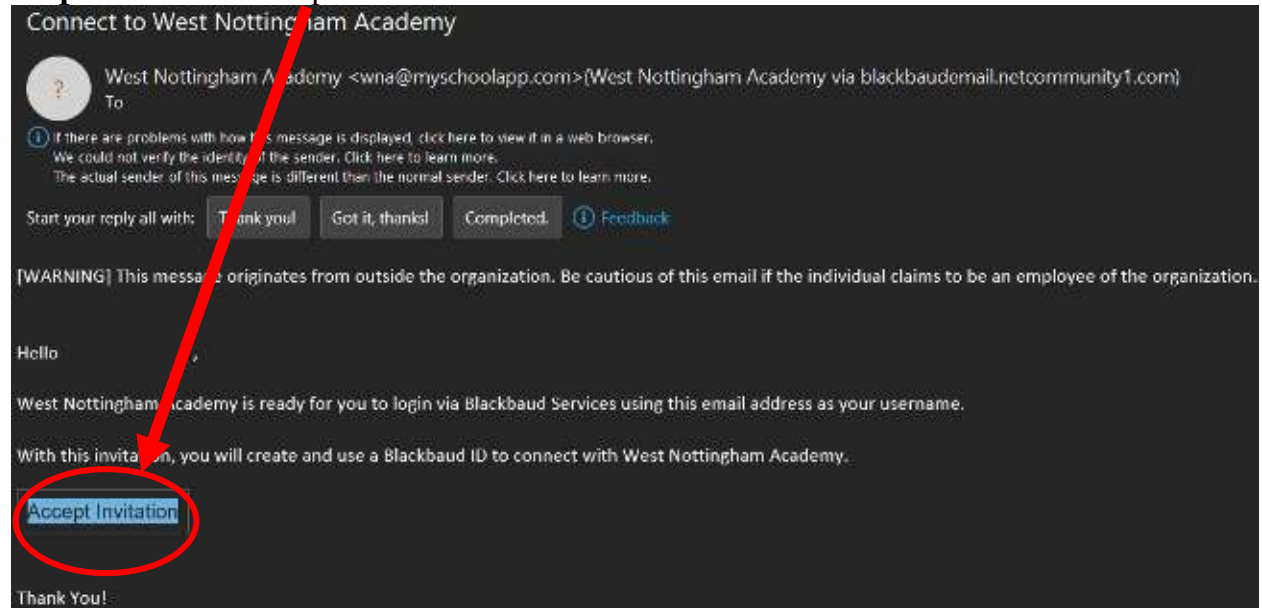
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## Parent instructions for accessing MySchoolApp

### Setting up your account:

Within 72 hours of completing the enrollment process you will receive an email from [wna@myschoolapp.com](mailto:wna@myschoolapp.com), pictured below. If you do not please contact our Director of IT at [dsalvino@wna.org](mailto:dsalvino@wna.org).

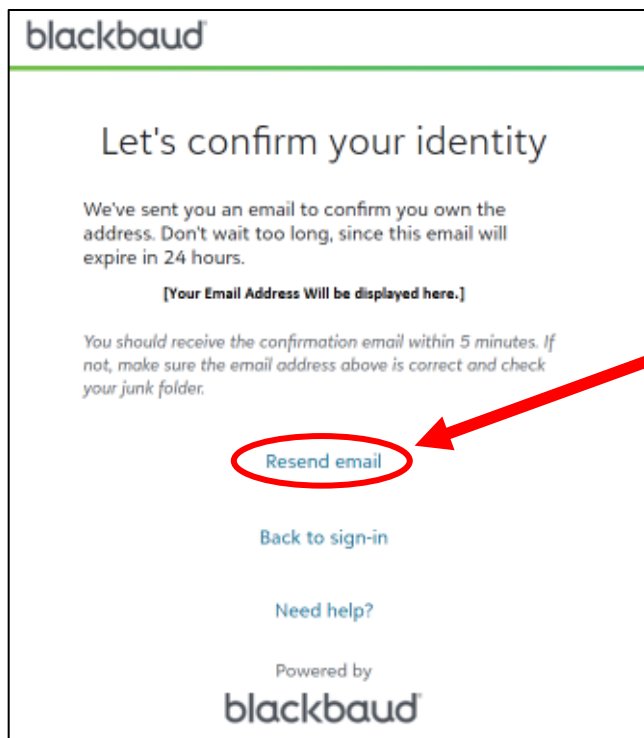
### Step 1: Click the “Accept Invitation” button.



**Step 2:** After the credential webpage opens you will need to change your password. NOTE there are requirements that your password must meet in order to be accepted. This criteria is in the image to the right and will also be displayed on the page when you change your password.

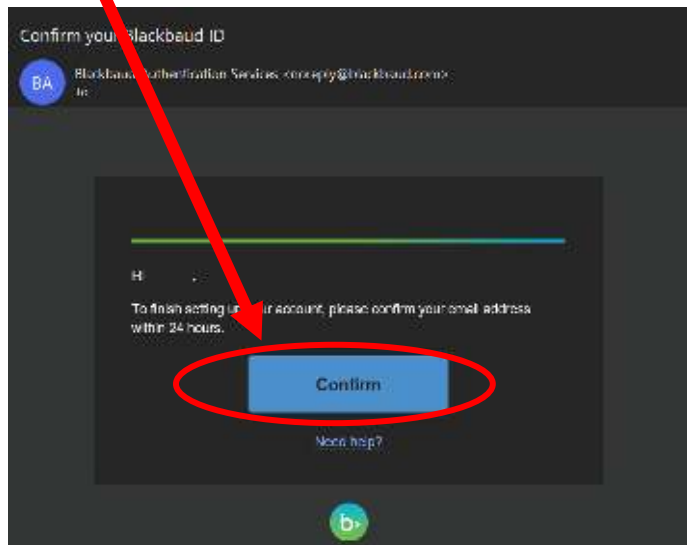
After entering this information, click the “Sign up” button.

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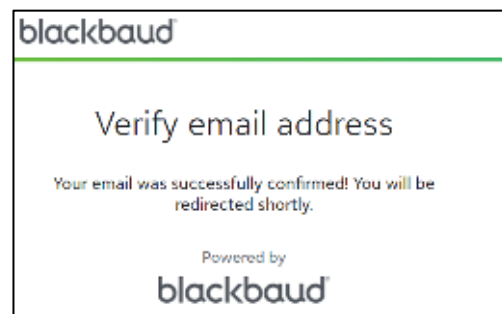


**Step 3:** After clicking the "Sign up" button you will be presented with a screen to confirm your identity. At this point, you will need to wait for the email from Blackbaud to arrive. It is usually quick but can take a few minutes. Leave this screen open as it allows you to resend the confirmation email if for some reason you do not get it.

**Step 4:** Open the email you receive and click the "Confirm" button.

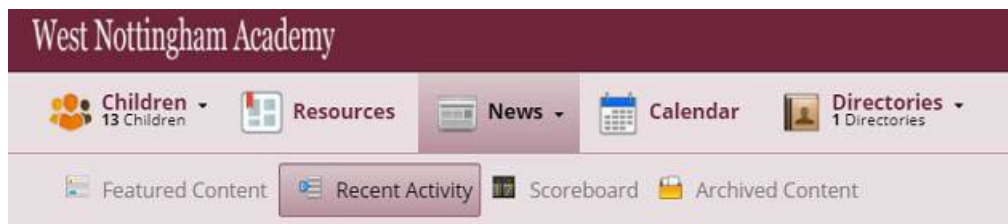


**Step 5:** After clicking this button, you will be taken to the webpage below. It will return you to the login screen.



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## System Navigation



After signing in you will be presented with a screen that offers ways to access information about your child. Below is an example of the navigation that will appear in the top left-hand side of your browser. The items and their purpose are described below.

### Resources:

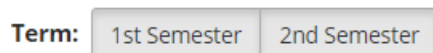
The resource board is accessible by clicking the word Resources in the menu bar near the top of the screen after logging in. The resource board contains valuable information about what is going on with your student. Here you will find PDFs with important information, as well as the link to Magnus Health, where you can fill out your child's health forms. Be sure to check back on the resource board throughout the summer for updates, including a link to the current student handbook.

### Magnus Health:

Magnus Health is where you enter vital information pertaining to the health of your student. The link to Magnus Health is under the resources tab. Once you click on the icon, you will be redirected to the Magnus website, where you can enter your student's vital health record, find the physical and immunization forms, and sign other release forms electronically. Please contact the admission office if you have any trouble accessing Magnus Health, as it is very important that all health forms are completed by the time a student arrives on campus.

### Schedule:

To view your child's schedule for the first semester, click the far left where it says "children," then click your child's name. If you wish to see both semesters click the box that states '2<sup>nd</sup> Semester' then click the down arrow to the right of the '2<sup>nd</sup> Semester Box'. This will show all classes that your child will be attending for the entire year.



From this area, you can also click the 'Contact Card' tab. This contact card shows various information about your child. This includes a 'Relationships' section at the bottom of the page. If there is an individual that you feel needs access to the record but does not please fill out the contact addition form at the end of this document and email it to [dsalvino@wna.org](mailto:dsalvino@wna.org). (If you need to add more than one contact you may copy and paste the 'New Contacts Information' section for each additional contact.)

### Calendar:

Clicking the calendar icon will show your child's day to day obligations. Including schedule, assignments, class events, group events, and athletic games and practices.

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### Directories:

As a parent, you have access to a Faculty and Staff directory. Click 'Directories' select 'Faculty and Staff' and a search screen will appear. You can either enter the name of the individual you are looking for or click the magnifying glass for a full list.

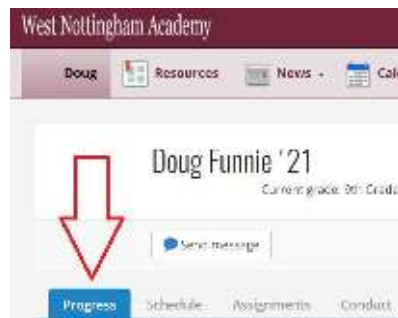
### Accessing Report Cards:

Your child's first report card will be sent in mid-October. You may want to keep this document to access your child's report cards once they are released. See below for instructions.

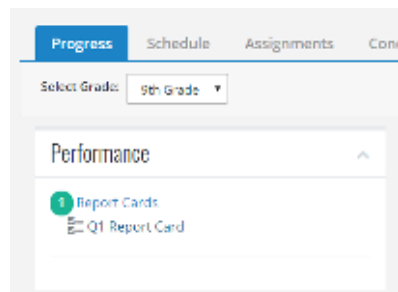
1. Click the name of your student in the upper left-hand part of the screen.



2. The progress tab should open. If it doesn't, click the "progress" tab.



3. Click "report card" to expand and show all currently available report cards. Make sure all pop-up blockers are disabled and you have told your browser to allow pop-ups from this website.



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### Contact Addition Request Form

If you have an additional family member or guardian who should have access to your child's schedule and report cards, please fill out this form and contact information will be updated.

**Your Information:**

First name:

Last name:

Email address:

**Your child's information:**

First name:

Last name:

Email address:

**New contact's information:**

First name:

Last name:

Email address:

Relationship to child:

*Return this completed form to:*

West Nottingham Academy

Attn: Admissions Office

1079 Firetower Road

Colora, MD 21917

or via email to: [admissions@wna.org](mailto:admissions@wna.org)