



# PHOENIX COUNTRY DAY SCHOOL

## ***Magnus* Portal Quick Guide**

updated 4/1/2021

### OVERVIEW

New student health management software has provided PCDS with a sophisticated portal for submitting student forms and for carrying out other enrollment tasks. Like *FamilyConnect*, the *Magnus* portal is directly accessible through *myPCDS*. While its primary purpose is health data management, *Magnus* will also be used for other types of information, and in addition to the once-a-year enrollment forms, the portal will enable the year-round online submission of forms such as those for prescription medication and field trip permissions.

In addition to the *myPCDS* integration, parents have the option to configure stand-alone accounts to access the *Magnus* mobile app, which has features such as scanning and submitting forms as a single process. Instructions for configuring mobile access and scanning & submitting forms are provided at the end of this document.

Most of the instructions in this document are for computer access to *Magnus*, which we recommend for one's first time in the portal. While *Magnus* can be accessed via a web browser on a mobile device, the amount of information makes for a fairly cramped experience. Use of the app is recommended for mobile access.

The *Magnus* portal refers to itself as a *tracker* since it tracks the status of form submissions and task completion for each student.

- A student's tracker displays a list of required forms and tasks, each one labeled as a **To Do** item or as **Complete**.
- Submitted forms required to be periodically resubmitted (e.g. annually at re-enrollment time, when a prescription expires, or when immunizations are due) will indicate an **Approved until** or an **Expired on** date.
- Most forms, when submitted, will indicate **Pending School Approval** until they have been reviewed by school personnel.
- If a form is not approved (e.g. it's missing a required signature), it will be labeled **Rejected** with the reason provided via a link as well as in a notification email.
- Tasks, such as mailing a form somewhere other than the school, are acknowledged by clicking **Yes**. It is the parents' responsibility to ensure that such tasks have been completed.

Though *Magnus* provides options to fax or mail forms, we ask that parents scan and upload all forms. Doing so will eliminate the loss of forms in transit.

---

## ACCESSING MAGNUS THROUGH MYPCDS

1. Go to [pcds.org/mypcds](https://pcds.org/mypcds)
2. If necessary, log in.
3. Click **Magnus**.
4. Click **Proceed to the Magnus portal**.
5. The **Front Desk** page displays a family's student(s) enrolled for next year. The first time you visit the portal, Magnus will provide access to its introduction video, which is optional.
6. Click **Complete now** to enter your child's tracker.

---

## CONDITIONAL QUESTIONS

The first step is to answer questions that will determine if additional forms are required.



1. Click **Fill it out**.
2. Answer **Yes** or **No** to each question.
3. Click **Submit**.

NOTE: Answers to the questions can be updated at any time.

In addition to the initial conditional questions, some **To Do** items will have yes/no questions to determine if:

- The item's form or task is applicable to the student (respond **Yes** or **No**)
- The item's task has been carried out (respond **Yes**)

---

## BLANK FORMS

To obtain a particular blank form, click  to the right of the form name.

To obtain multiple blank forms:

1. Click .
2. Choose the option for uploading, **Print Forms Only**.
3. Check the boxes of the forms to be printed.
4. Click **Print**.
5. To close the print dialog, click **Print blank forms** again.

---

## VITAL HEALTH RECORD

The **Vital Health Record** stores in-depth information regarding a student's health that can be updated at any time.

NOTE: References to "you" refer to the student.

**To Do**

**Vital Health Record**  
*This is a required form that must be completed by a parent/guardian.*

**Fill it out**

1. Click **Fill it out**.
2. For each section, click its title and answer its questions. A red asterisk indicates the question requires an answer. (Otherwise, an answer is optional). When finished, click **Save as Complete**.
3. If **Health Emergency Contacts** and **Healthcare Providers** have been provided for a sibling they may be copied into the student's record. To do so:
  - a. Click **Copy Sibling Info**.
  - b. Choose from whom to copy.
  - c. Choose what to copy.
  - d. Click **Submit**.
4. If finished with all sections, click **Submit for Approval**.  
To return later to finish, click **Save and return to tracker**.

NOTE: Emergency contacts are now managed separately (in *Magnus*) from those individuals to whom you have given permission to pick up your children (in *FamilyConnect*). Families' current emergency contacts will remain in *FamilyConnect* until July 1.

NEW FAMILIES: You will be able to designate pickup contacts in *FamilyConnect* after July 1.

---

## IMMUNIZATION FORM

Immunization forms become due when it is time for students to receive their required immunizations. We ask that parents also upload updated forms when students have had optional immunizations.

### Students with no form on file

**To Do**

**Immunization Form**  
*This is a required form that must be completed and signed by a parent/guardian and physician.*

[Important! View Approval Guidelines](#)  
**Physician's signature required**



**Turn it in**

1. Click **Turn it in**.
2. Upload the form as directed.

## Students with a form on file

**To Do**

**Immunization Form**  
This is a required form that must be completed and signed by a parent/guardian and physician.  
[Important! View Approval Guidelines](#)  
Physician's signature required

 [Turn it in](#) [View answer](#)

 **Complete**  
Approved until Mar 3, 2021  
[More Details](#)

- To view the school's immunization record, click **More Details**.
- To view the most recent form *you have uploaded into Magnus*, click **View Answer**.  
**NOTE: Until you have uploaded a form, clicking **View answer** will generate an error message. If this occurs, close the tab opened by the click and continue.**
- To provide an updated form:
  - a. Click **Turn it in**.
  - b. Click **Yes, Submit**.
  - c. Choose the **Upload** option.

NOTE: A date that accompanies the approval or rejection indicates when the next required immunization is due.

---

## PRESCRIPTION AND OTC MEDICATION FORM

A **Prescription and OTC Medication Form** is to be submitted whenever a student is to take medication or have medication on-hand during the school day – either by prescription or over-the-counter medication *that has not been listed and approved on the **Over-the-Counter Medication Form***.

NOTE: This form is a requirement for EpiPens and inhalers, in addition to the EpiPen and Inhaler forms.

## Students with no form on file

**To Do**

**Does this student take prescription or OTC medications during the school day?**  
**Prescription and OTC Medication Form**  
This form is required for students taking prescription or over-the-counter medications during the school day and requires a parent/guardian signature.

 [Yes](#) [No](#)

- If no medication is to be administered, click **No**.
- If a medication is to be administered:
  - a. Click **Yes**.
  - b. Download blank form, complete and sign form, scan, and upload.
  - c. If a prescription medication, a copy of the prescription or prescription label is required.

## Students with a form on file

**Does this student take prescription or OTC medications during the school day?**  
**Prescription and OTC Medication Form**  
*This form is required for students taking prescription or over-the-counter medications during the school day and requires a parent/guardian signature.*

 [Edit](#) [View answer](#) ✔ Complete  
Approved until May 2, 2022

- To view the most recently submitted form, click **View Answer**.
- If an additional medication is to be administered:
  - Click **Edit**.
  - Download blank form, complete and sign form, scan, and upload.
  - If a prescription medication, a copy of the prescription or prescription label is required.

NOTE: The date that accompanies the approval is the expiration date of the current medication.

---

## OTHER FORMS AND TASKS

Actions taken will depend on the form or task.

### Electronically-signed forms

Enter information, electronically sign, and submit.

Examples:

**To Do** **Consent to Treat Form**  
*This form is required annually for all students and requires a parent/guardian electronic signature.* [Fill it out](#)

**To Do** **Over-The-Counter Medication Form**  
*This form is required annually for all students and requires a parent/guardian electronic signature.* [Fill it out](#)

### Print-and-sign forms

Download blank form, complete and sign form, scan, and upload.

Example:

**To Do** **Annual Physical Examination Form**  
*This form, to be completed and signed by a physician, is required annually for all students.*  [Turn it in](#)

[Important! View Approval Guidelines](#)  
**Physician's signature required**

## Complete-and-acknowledge tasks

Follow the provided instructions, which can include a link to a document, website, or form, and answer **Yes** once the task has been completed. In situations where the task does not apply to the student, click **No**.

*Example:*

**To Do**

**Student Information Form**  
Transportation and other information is entered in FamilyConnect/SchoolForms Online. Click the link below, click this student's name, then open, complete, and submit the Student Information Form. Click Yes once you have done so.

[SchoolForms Online](#)

Yes No

---

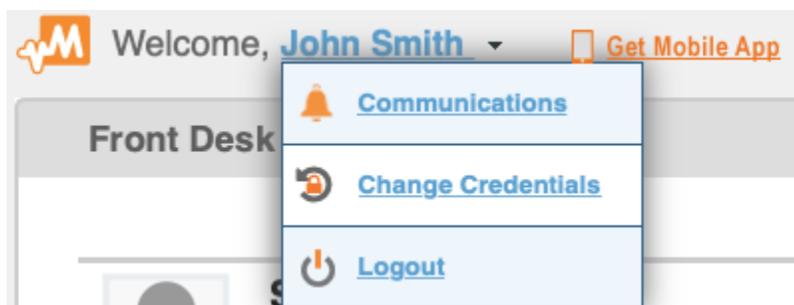
## ABOUT MAGNUS 911

At some point in the process of submitting forms, you'll see a **View More** link appear underneath your children's photos on the **Front Desk**. If clicked, you'll then see a **Print 911 Card** link. Magnus 911 is a system for obtaining a student's medical information in an emergency. **We are unable to use this system until everyone has provided their health information by completing the required forms.** Further information about Magnus 911 will be provided at the beginning of the 2021-22 school year. **In the meantime, it is very important that you do not make any use of the information on the 911 Card.**

---

## CONFIGURING MOBILE ACCESS

1. Click one's name along the top of the page and choose **Change Credentials**.

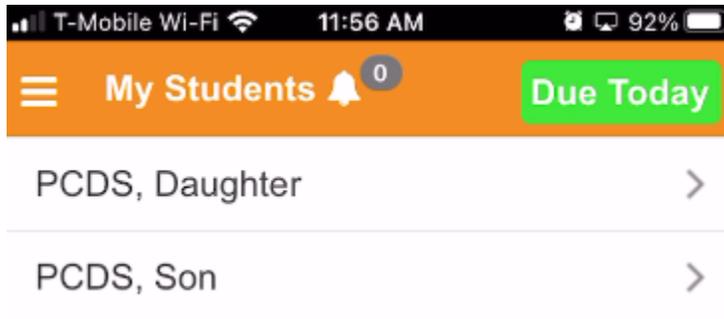


2. Enter the desired username and password and confirm the password.
3. Click **Change Credentials**.
4. On the mobile device, search for and download the **Magnus Mobile V2** app, available in the Apple App Store and the Google Play store.
5. Open the app and log in with the credentials recently provided.

---

## PAPER FORM MOBILE SUBMISSION

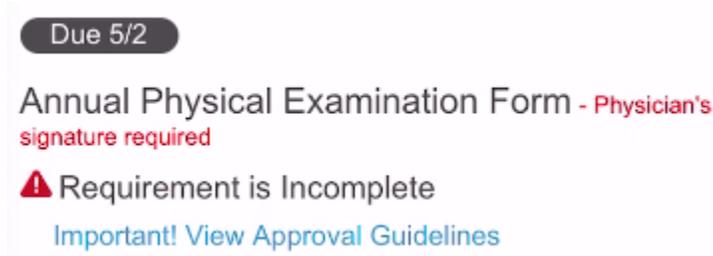
1. Once logged in to the **Magnus Mobile V2** app, click the student's name.  
NOTE: We are not using the app COVID-19 feature; nothing is due today.



2. Click **Student Health Tracker**



3. Click the form to be submitted (e.g. **Annual Physical Examination Form**).



4. Click **Submit Requirement**.

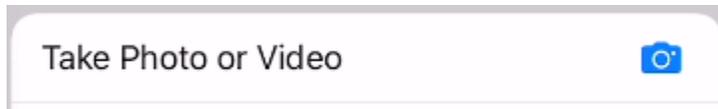
Have you already obtained and completed the form "Printable Document"?

Submit Requirement

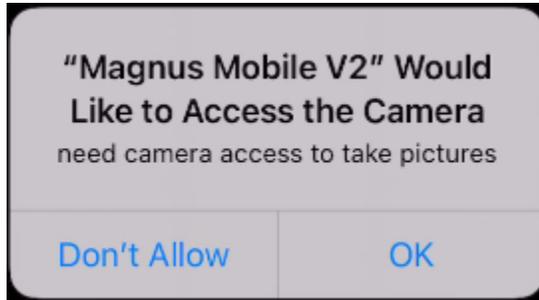
5. Click **Add File**.

Add File

6. Click **Take Photo or Video**.



7. If prompted to allow camera access, click **OK**.

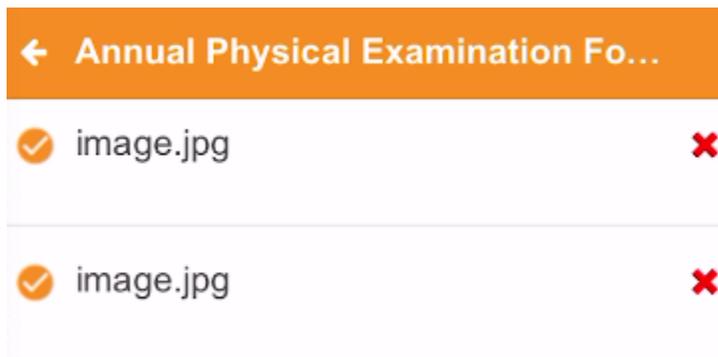


8. Take the photo of the first page of the form. Retake if necessary. Click **Use Photo**.

9. If the form being submitted has multiple pages, click **Add Another** and repeat steps 6 and 8 for each successive page.



10. Select the image files you wish to submit by clicking the buttons at their left, so they are checked.



11. Click **Submit**.

12. Click **Close**.

---

## QUESTIONS?

If you have questions about the enrollment process or about any of the forms or tasks, please visit [pcds.org/2021-22](https://pcds.org/2021-22) for additional information and points of contact.