How to use the Magnet Portal

1) Go to the magnet portal landing page

2) Click on “Register Here”
3) Select Student applicant

User Registration
Please complete the form below to create a user account for the system.
1. Select user type > 2. Enter registration details > 3. Confirmation

Are you a student applying to a magnet program or an educator submitting a recommendation?
☐ Student Applicant  ☐ Educator Providing Recommendation(s)
Continue

4) Select whether you are a CCSD student or not

User Registration
Please complete the form below to create a user account for the system.
1. Select user type > 2. Enter registration details > 3. Confirmation

Are you currently enrolled in a Cobb County School District school?
☐ Yes  ☐ No
Continue  Back

5) Enter your information (Student ID, First name, Last name, Birthdate) and click “find my information”
6) When your information is verified, you will see “verified” show up next to your demographic information (highlighted below). You will then need to create your login information on the screen shown below. Please use a gmail or yahoo email address for the magnet application. Please DO NOT use a Cobb County student email address. We are unable to send email updates to Cobb County student email addresses.

7) You will receive an email to the address you enter from “AcademicPortal” containing a link you need to click on to complete your registration. You will need to click on the link in the email. Please make sure to check your spam/junk folder in case the email doesn’t come directly to your inbox.

8) When you click on the link, you will be directed to a webpage that shows “User Account Verification”. You can click on the “home” button to return to the magnet portal login page.
9) Enter the same login credentials you established in Step 6 above and you will be logged into the application.

10) You can now fill out your application. Please complete the information on each tab. In order to enter information into the application you will need to click on the pencil icon at the top. It is highlighted below.
11) Choose the programs you wish to apply for and then click on the disk icon at the top to save your selections. Highlighted below.

12) When you finish filling in the information on a tab, you will see a green check mark to indicate you have filled in the information.
13) You will be asked to enter the email addresses for your recommending teachers. Please enter the information carefully. The application system will send recommendation forms to the email addresses you enter. Please make your teachers aware that you are applying to the magnet programs. The recommendation form may end up in your teacher’s junk/spam folder. Please ask teachers to be mindful to check their junk/spam folders as well so they can verify with you that they received your recommendation form.
14) Make sure to fill out the information on each tab. You will see green check marks as items are complete.

15) When you complete your application, make sure to submit.