

## How to use the Magnet Portal

- 1) Go to the magnet portal landing page

**COBB COUNTY SCHOOL DISTRICT** Magnet Program Applications Home

### Magnet Program Applications Login

Welcome applicants and educators! Please log into the web site by entering your email address and password. If you do not remember your password, you may reset it below. If you are an employee of Cobb County School District, there is no need to register - please use your Academic Portal login.

Username:  Are you a new user? > [Register Here](#)

Password:  Forget your password? > [Reset Password](#)

*Note: Your username is usually your email address.*

Applicants for the Cobb County Center for Excellence in the Performing Arts (CCCEPA) at Pebblebrook High School must submit applications for admission directly through the program. Please visit the [CCCEPA](#) website for more information.

Applicants interested in applying to the Cobb Innovation and Technology Academy, should complete the application found here: [Cobb Innovation and Technology Academy Application](#)

**Magnet Alternate Testing Statement for Magnet Application Portal**  
Students not currently enrolled and attending a public Cobb County school must register to take the Magnet School admissions assessment. Details about the test and instructions for how to register are explained here: [Testing Instructions](#)

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- 2) Click on “Register Here”

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3) Select Student applicant

The screenshot shows the 'User Registration' page for 'Magnet Program Applications' by Cobb County School District. The page includes a 'Home' button in the top right. Below the header, the text reads 'Please complete the form below to create a user account for the system.' A progress bar indicates the current step: '1. Select user type > 2. Enter registration details > 3. Confirmation'. The main question is 'Are you a student applying to a magnet program or an educator submitting a recommendation?' with radio buttons for 'Student Applicant' (selected) and 'Educator Providing Recommendation(s)'. A 'Continue' button is located below the question. At the bottom, it says 'Powered by: Cobb County School District © 2022'.


4) Select whether you are a CCSD student or not

This screenshot shows the 'User Registration' page for 'Magnet Program Applications' by Cobb County School District. It features a 'Home' button in the top right. The instructions are 'Please complete the form below to create a user account for the system.' The progress bar shows '1. Select user type > 2. Enter registration details > 3. Confirmation'. The question is 'Are you currently enrolled in a Cobb County School District school?' with radio buttons for 'Yes' (selected) and 'No'. There are 'Continue' and 'Back' buttons below the question. The footer states 'Powered by: Cobb County School District © 2022'.

5) Enter your information (Student ID, First name, Last name, Birthdate) and click "find my information"

The screenshot displays the 'User Registration' page for 'Magnet Program Applications' by Cobb County School District, with a 'Home' button in the top right. The instructions are 'Please complete the form below to create a user account for the system.' The progress bar indicates '1. Select user type > 2. Enter registration details > 3. Confirmation'. Below this, the text says 'Please verify your demographic information below. Once you verify the demographics, please enter your email address and password. Your email will become your username. Your password must be at least 8 characters and contain at least one number.' A 'Demographic Information' form contains fields for 'Student ID:', 'First Name:', 'Last Name:', and 'Birthdate:'. A 'Find my Information' button is next to the birthdate field, with the word 'Unverified' in red text to its right. 'Continue' and 'Back' buttons are located below the form. The footer reads 'Powered by: Cobb County School District © 2022'.

- 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.

**COBB COUNTY SCHOOL DISTRICT**  **Magnet Program Applications** Home

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**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

Please verify your demographic information below. Once you verify the demographics, please enter your email address and password. Your email will become your username. Your password must be at least 8 characters and contain at least one number.

Demographic Information			
Student ID:	Legal First Name:	Legal Last Name:	Birthdate:
██████████	██████████	██████████	██████████ <span style="background-color: yellow;">Verified</span>

Login Information		
Email Address:	Password: *	Confirm Password:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> I understand that all correspondence will occur through email. (Check to Accept)		

Continue Back

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- 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.

COBB COUNTY SCHOOL DISTRICT Magnet Program Applications

Home Password Logout

My Magnet Application

Your application is currently Incomplete. Please verify that all required information has been completed.

Status Magnet Programs Application Items Educator Recommendations Finalize Application

Magnet Program Applications

Please select all Magnet Programs to which you wish to apply

- Campbell High School International Baccalaureate Program
- Kennesaw Mountain High School Academy of Mathematics, Science, and Technology
- North Cobb School for International Studies
- South Cobb High School Academy of Research and Medical Sciences
- Wheeler High School Center for Advanced Studies in Science, Mathematics, and Technology

For each program selected, you will need to complete a personal essay. In addition, there are general application items for you to complete. Be sure to review all items if you add a program at a later date as you may need to provide information for the additional program.

Key: \* Required Fields Complete Edit Values Save Changes Cancel Changes / Incomplete Section Warning

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- 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.

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- Kennesaw Mountain High School Academy of Mathematics, Science, and Technology
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- South Cobb High School Academy of Research and Medical Sciences
- Wheeler High School Center for Advanced Studies in Science, Mathematics, and Technology

For each program selected, you will need to complete a personal essay. In addition, there are general application items for you to complete. Be sure to review all items if you add a program at a later date as you may need to provide information for the additional program.

Key: \* Required Fields Complete Edit Values Save Changes Cancel Changes / Incomplete Section Warning

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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.

The screenshot shows the 'COBB COUNTY SCHOOL DISTRICT Magnet Program Applications' web page. At the top right are 'Home', 'Password', and 'Logout' buttons. Below the header is a red-bordered message: 'Your application is currently Incomplete. Please verify that all required information has been completed.' A navigation bar contains five tabs: 'Status' (with a red X), 'Magnet Programs' (with a red X and highlighted), 'Application Items' (with a green checkmark), 'Educator Recommendations' (with a green checkmark), and 'Finalize Application' (with a red X). The 'Magnet Programs' tab is active, displaying a sub-header 'Magnet Program Applications' with a yellow disk icon, a red X, and a yellow warning triangle. Below this is the instruction 'Please select all Magnet Programs to which you wish to apply' followed by a list of five programs with checkboxes: 'Campbell High School International Baccalaureate Program' (checked), 'Kennesaw Mountain High School Academy of Mathematics, Science, and Technology' (checked), 'North Cobb School for International Studies' (unchecked), 'South Cobb High School Academy of Research and Medical Sciences' (unchecked), and 'Wheeler High School Center for Advanced Studies in Science, Mathematics, and Technology' (unchecked). A paragraph of text follows: 'For each program selected, you will need to complete a personal essay. In addition, there are general application items for you to complete. Be sure to review all items if you add a program at a later date as you may need to provide information for the additional program.' At the bottom of the page is a key: 'Key: \* Required Fields, Complete, Edit Values, Save Changes, Cancel Changes / Incomplete, Section Warning'. The footer reads 'Powered by: Cobb County School District © 2022'.






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.

This screenshot is identical to the one above, but the 'Application Items' tab is now selected and highlighted in the navigation bar. The 'Magnet Programs' tab now has a green checkmark next to it, indicating that the information on that tab has been successfully filled in. The rest of the page content, including the red-bordered message, the program selection list, and the footer, remains the same.


- 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.


**My Magnet Application**

Your application is currently Incomplete. Please verify that all required information has been completed.

-  Status
-  Magnet Programs
-  Application Items
-  Educator Recommendations
-  Finalize Application

A recommendation is needed for each subject area listed. After you have SUBMITTED your application, an email will be sent to each with instructions on completing the recommendation for you. Please let your teacher know to look for this important email request.

Educator Recommendation Requests 		
Subject: 8th Grade English Teacher	Teacher Name:	Email Address:
Subject: 8th Grade Mathematics Teacher	Teacher Name:	Email Address:
Subject: 8th Grade Science Teacher	Teacher Name:	Email Address:
Subject: 8th Grade Social Studies Teacher	Teacher Name:	Email Address:

Key: \* Required Fields  Complete  Edit Values  Save Changes  Cancel Changes / Incomplete  Section Warning

- 14) Make sure to fill out the information on each tab. You will see green check marks as items are complete.

**COBB COUNTY SCHOOL DISTRICT** Magnet Program Applications

Home Password Logout

### My Magnet Application

Your application is currently Incomplete. Please verify that all required information has been completed.

Status Magnet Programs Application Items Educator Recommendations Finalize Application

Campbell Essay

- Kennesaw Mountain Essay
- Awards
- Leadership
- Academic Activities
- Non-Academic Activities
- Characteristics
- Course Selection
- Additional Information

**Campbell Essay**

In both its academic and service requirements, the IB Diploma Program asks students to see connections between issues of local importance and issues of global importance. What is one issue or concern of local importance (at your school, in your community, in Cobb County, or in Georgia) that is significant to you? How is it connected to a national or international problem that you feel passionate about investigating or solving?

Spell Check

Key: \* Required Fields Complete Edit Values Save Changes Cancel Changes / Incomplete Section Warning

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

**COBB COUNTY SCHOOL DISTRICT** Magnet Program Applications

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### My Magnet Application

Your application is currently Incomplete. Please verify that all required information has been completed.

Status Magnet Programs Application Items Educator Recommendations Finalize Application

**Submit Application**

Please take a few minutes to validate the information you have included in your application. Once you submit the application, you will not be able to make changes.

Once you are comfortable with its accuracy and completeness, please press the submit button below.

Submit Application

Key: \* Required Fields Complete Edit Values Save Changes Cancel Changes / Incomplete Section Warning

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