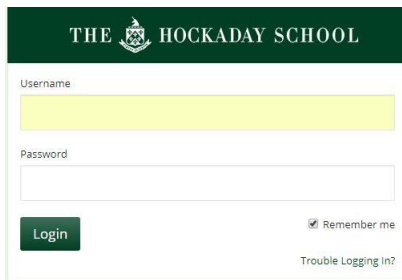


Online Enrollment and Immunization Record Instructions

Welcome to Hockaday! We are excited that you will be joining our community next year. The detailed information below will explain how you can access the Parent Resource Board and Magnus Health System via our secure online system in order to complete the enrollment process. *Please note that if you have a daughter currently at Hockaday you will use your current credentials to access these systems.*

To get started,

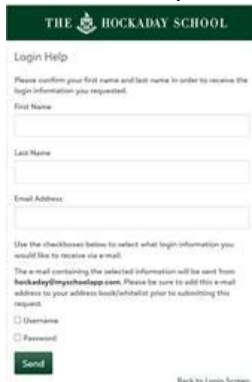
1. Visit www.hockaday.org and click the green Login button in the top right corner of the homepage.
2. Input your Blackbaud Username and click "Trouble Logging In"



3. Input your email address and check the password box. Click "Send".



4. Enter your First Name, Last Name and your email address on the next screen. An email will be sent to your account with password setting instructions.



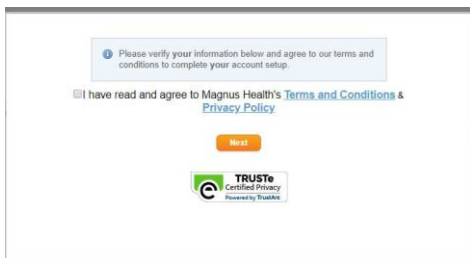
- Once you set your password you may log in.
- Click the MAGNUS | Medical Portal on the Parent Resource Board **to Submit Immunization Records**
Each year Hockaday collects student health and medical information via the Magnus Health Portal. This safe, secure system meets all of the HIPAA requirements and provides critical health information to health care providers in the event of an emergency. **A copy of your daughter's immunization record must be uploaded to the Magnus Health Portal and approved by our nurse by Friday, March 27.**
click the MAGNUS | Medical Portal on the Parent Resource Board.



- Click on the orange MAGNUS Medical icon at the top of the page.



- Check the box "I have read and agree to Magnus Health's Terms and Conditions & Privacy Policy". Click "Next".




- Click "Done".



- You may watch a short tutorial video or you may click "Close" in the bottom right corner.





- Click "Activate Now". Enter your daughter's date of birth (if it does not automatically populate).
- Click the orange "Complete Now" button to open your daughter's tracker and follow instructions to upload your daughter's immunization record.
- Click "Turn it in" to upload a copy of your daughter's immunization record.

Requirement	Blank Form	Action	Answer	Status
<p>To Do Immunization Record</p> <p>Please submit a copy of your daughter's immunization record from her doctor's office.</p>		Turn it in		
<p>To Do Over the Counter Medication Form</p> <p>This is a required form and must be signed by a parent/guardian.</p>		Fill it out		

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If you need any assistance, call the Magnus Health Help Desk at 877-461-6831.