



Parent Guide for Completing Magnus Health Requirements in mySTUART

Thank you for completing the Magnus Health requirements! Here are a few pointers:

- One parent or guardian can complete all required forms and permissions for each Stuart student. You do not both have to login to do so.
- All forms for Health, Athletics and Division Offices will be completed in the Magnus Health portal.
- The process may be completed over multiple login sessions.
- Completion status is easily viewed in the To-Do List.
- Required forms may differ for each student depending on grade level and participation on school athletics teams.
- Please allow 30–60 minutes to complete all “To-Do” items providing you already have the required signed digital forms. To see which forms are required for your student(s), visit www.stuartschool.org/backtoschool.

TO BEGIN THE MAGNUS HEALTH PROCESS

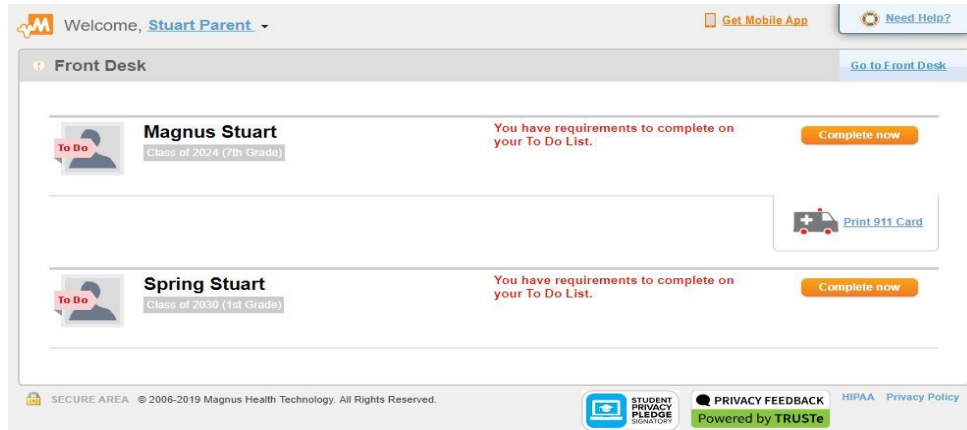
Log in to parent myStuart account at <https://stuartschool.myschoolapp.com>

Click on the button “Magnus Health & Permissions” from your Resources

Once you successfully access your Magnus account through myStuart you will be prompted with two messages.

1. Agree to the terms of use for Magnus
2. A Tutorial Video will display on the screen.
 - We encourage you to take a few minutes and view the video.
 - Then, check the checkbox in the bottom left corner to select - Don't show this window again.
 - Click the Close button on the bottom right

Your "Front Desk" will list each child enrolled at Stuart.

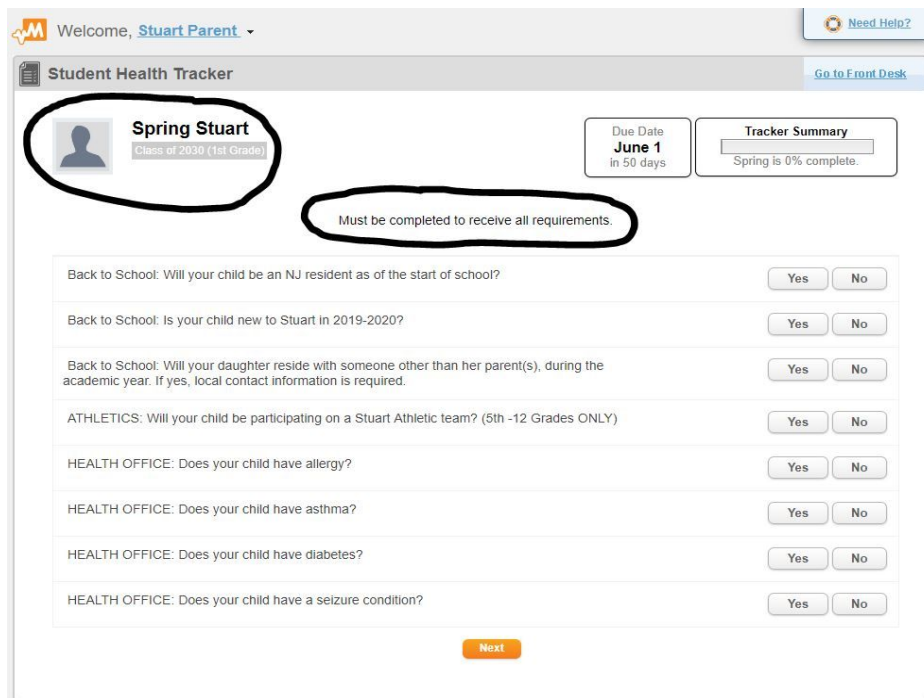


Select one student by clicking a the orange link - **Complete now**

A survey of **Conditional Question** will be the first item you must complete. Answers to these questions will automatically select which electronic forms are required for each child. The required forms can vary depending on your child(ren)'s grade level, athletic team participation and other related health concerns.

Conditional Questions will initially be the first item displayed when you select a student **Complete now** button.

On subsequent sessions, the individual student Health Trackers will load. It is your full list of "To Do" items.



Click the Orange **Next** button to complete.

Your **To Do** list for that child will display

- The individualized To Do items include materials for Back to School, Health, Athletic & Division Offices.
- The format of the items range - Yes / No one click, Electronic Signature documents and forms to be downloaded, completed and uploaded.
- The required documents and questions will depend partly on the child’s grade level and on your responses to the previous survey.
- If you have multiple children attending Stuart, the To Do list could be different for each child.
- The Vital Health Records section must be completed for each child and all information will be rolled over for following year attendance.
- To Do items can be completed over multiple login sessions at your convenience.
- Follow the instructions and guides prompting how to complete each To Do item.

Health Tracker - “To Do” list. Click the orange button to complete each item.

Welcome, [Sophia Stuart](#) Need Help?

Student Health Tracker Go to Front Desk

Stuart Student
Class of 2020 (11th Grade)

Due Date **June 1**
in 37 days

Tracker Summary
Stuart is 25% complete.

[Print blank forms](#)

[Print Summary](#) [Print All Rec](#)

You have **13** requirement(s) in your to do list.

Requirement	Blank Form	Action	Answer	Status
Conditional Questions <i>START BY ANSWERING THESE QUESTIONS</i>		Edit	View Answer	Complete No Approval Required
To Do Academic Office: Middle School <i>Please complete the below questions for the Middle School Office</i> Important! View Approval Guidelines		Fill it out		
To Do International Students: Will your daughter reside with someone other than her parent(s) or legal guardian / custodian? Academic Office: Residence Option for International Students <i>Residence Option for International students</i> Important! View Approval Guidelines		Yes No		
To Do Health Office: Vital Health Record <i>This is a required form that must be completed by a parent/guardian.</i>		Fill it out		
To Do Health Office: Physical Exam Form <i>This is a required form that must be completed and signed by a parent/guardian and physician.</i> Physician's signature required		Turn it in		

Vital Health Records section includes multiple sub categories as defined by the NJ State Physical Exam Requirements. The questions are in regard to your child’s health unless identified as responding about family history. To navigate back to Health Tracker “To Do” list from the Vital Records, click the link - Save and return to tracker.

Items may show a status of Pending for at least 24 hours as staff review submitted information.

Magnus Tech Support for parents - How do I reach Magnus with questions?

- Try the Magnus Health Support page www.magnushealth.com/support/parents The Parent section of the Support page has step-by-step articles to assist you with the most common questions, along with helpful training videos and FAQs.
- Contact the Magnus Help Desk Call: 1-877-461-6831 (Mon-Thurs 9am-6pm, Fri 9am-5pm) Email: service@magnushealthportal.com
- ‘Live Chat’ with the Magnus support team Within your Magnus account, select the “Need Help” button to chat with the Magnus Help Desk staff. Parents can use this for assistance with form submission and account troubleshooting

You may also mail or fax your forms directly to Magnus Health; these methods of submission require that each individual form be accompanied by a unique, bar-coded cover letter, obtained in the Magnus portal. We are not able to assist in mailing or faxing; and processing times are much longer, so we strongly encourage you to scan and upload documents.

If you prefer to upload your forms to Magnus Health from home and don’t own a scanner, the Tech Office recommends using the free smartphone or tablet app, CamScanner.

To determine which documents your child will need completed, please visit our Back to School web page at www.stuartschool.org/backtoschool.