

## How to access Magnus Health Account – Your Child’s Student Health Record

Your child’s student health record is accessible via Appleby’s education management system – BBK12. Please note that the student health record does not need to be completed all at once. It can be filled out in stages as you have the ability to access the record multiple times before submitting. The due date for the health forms to be submitted is **July 1, 2024**.

1. Visit the following link to access Appleby’s education management system: <https://appleby.myschoolapp.com>. Once you have selected this link you will need to enter your Blackbaud ID (BBID).
2. After you have logged-in, you will be taken to the Resources landing page which will show a series of posts. Please click on the ‘Magnus Health’ button to open the Magnus Health portal and access your child’s student health record.
3. We encourage parents to take the three minute tutorial video offered once you click on the ‘Magnus Health’ button as it provides a great overview of the features the system provides.
4. On the ‘Front Desk’ landing page, select 'complete now' to access your child’s student health record requirements. Please note that no action is required for current Senior Two students as this information is being collected for the 2024-2025 school year.
5. Should you have more than one child attending Appleby, simply select the name of the child appearing on the ‘Front Desk’ landing page to access their student health record.
6. Note, all fields with a red asterix are required fields.
7. Upon completion of your child’s student health record, a member of Appleby’s Health Centre will review the information submitted and if needed, will contact you with any additional questions.

### Who to Contact for Assistance

Should you have any questions regarding the information being collected on your child’s student health record please contact Marlene MacLellan, director, health centre at 905-845-4681 ext. 234 or [mmaclellan@appleby.on.ca](mailto:mmaclellan@appleby.on.ca).

For technical support in accessing Appleby’s education management system please contact the IT Help Desk at [support@appleby.on.ca](mailto:support@appleby.on.ca).

If you are having difficulty navigating the Magnus system or entering data online, please contact customer support at Magnus Health 1-877-461-6831 or by e-mail at [service@magnushealthportal.com](mailto:service@magnushealthportal.com).

