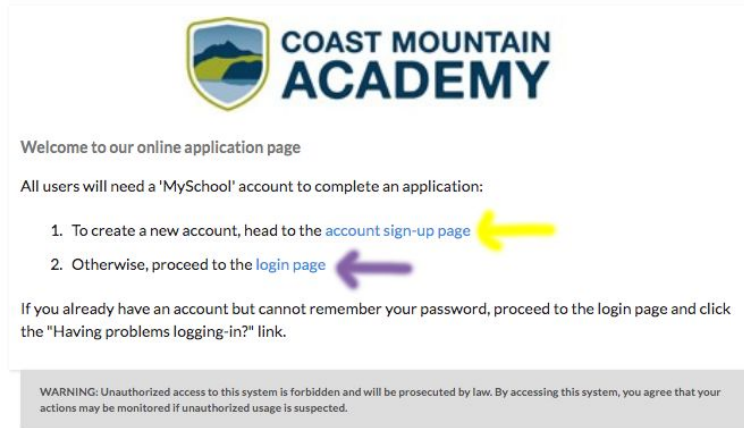


Thank you for your interest in Coast Mountain Academy!

The CMA Admissions team has put together the following list of tips and screenshots to help you navigate the online student application form.

Step 1. Once you access the online application welcome page at <https://cma.msm.io/apply> you will need to create an account with CMA's MySchool portal. You can do this by clicking the 'account sign-up page'. (see the yellow arrow) If you are a current CMA parent who has activated your MySchool account on the portal you can sign in and access the online application by clicking the 'login page'. (purple arrow)



Step 2. Once the account sign-up page opens you can complete the form and click the blue 'create your new account' button.

COAST MOUNTAIN ACADEMY

create your new account

In order to access our portal, you will first need to create an account for yourself. Fill the form below and, once submitted, you will receive an email with instructions on how to proceed.

Title* Your first name* Your last name*

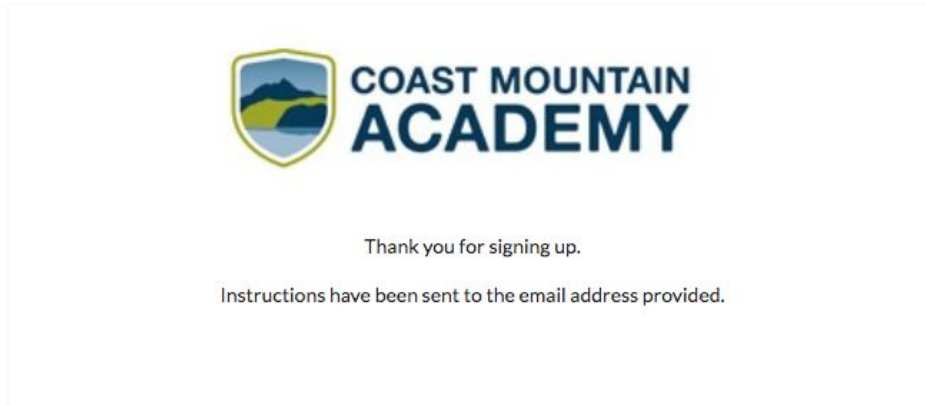
your email*

Password* Confirm Password*

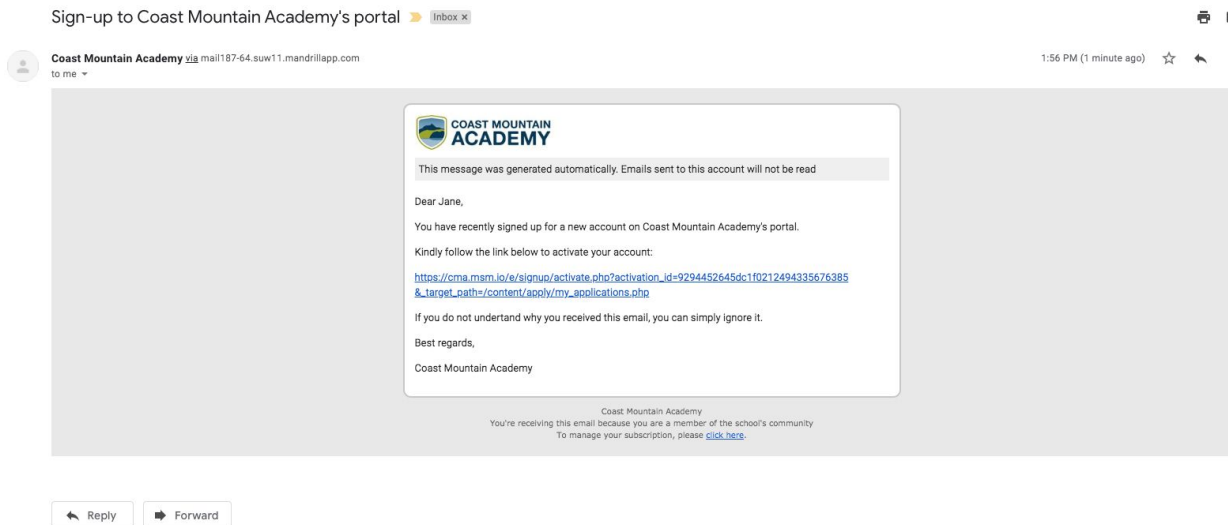
CREATE YOUR NEW ACCOUNT

WARNING: Unauthorized access to this system is forbidden and will be prosecuted by law. By accessing this system, you agree that your actions may be monitored if unauthorized usage is suspected.

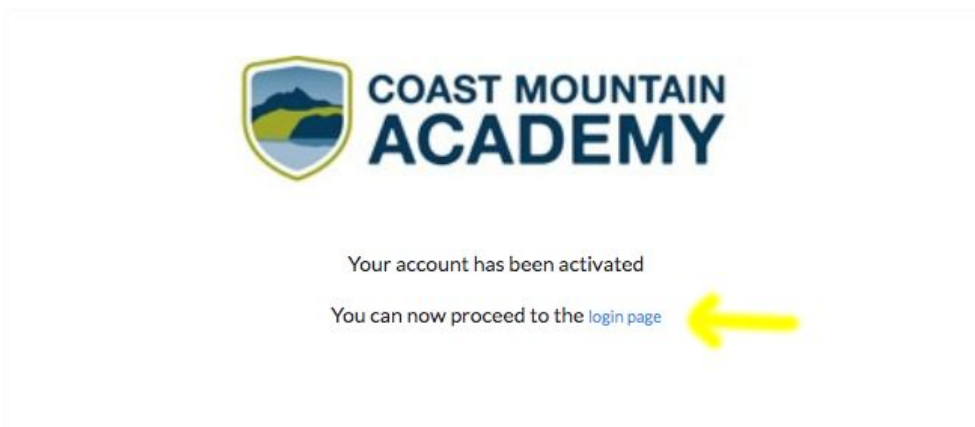
Step 3. A confirmation window will open up. You should now check your email submitted in Step 2 for further instructions.



Step 4. Check your email inbox for the subject 'Sign-up to Coast Mountain Academy's portal'. The body of this email will prompt you to click on the link to activate your account.



Step 5. The following window will open confirming your account has been activated. Click on the 'login page' to access your new MySchool account on the portal. (yellow arrow)



Step 6. In your MySchool portal you will see “New Student Application” as an available option. To get started with your new student application please click on the blue ‘New Application’ button.



Overview
Applications

Application(s) available

New Student Application

NEW APPLICATION

Step 7. You will be asked to complete the New Applicant form, before proceeding to the new student application form. Please do not forget to click the blue ‘submit’ button. (yellow arrow)



Overview
Applications

New Applicant

Before proceeding to the application form, you have to provide the system with the applicant’s first name, last name and your relationship to them.

Please note that there are additional forms to be completed once the information below has been submitted.

Student common first name Student common last name

Your relationship
Father

CANCEL SUBMIT



Step 8. You have now made it to the online application form on the portal! Please read the instructions and hit next (purple arrow) which will take you to the next tab (Student Information) of the form. As you work your way through each tab remember to ‘save your draft’ (yellow arrow) and then hit the blue ‘next’ button. By doing this all of your content will be saved as you work through the application whether it takes you a few hours or a few days to complete.



Overview
Applications

Jane Doe

Student Application Form

[Instructions](#) [Student Information](#) [Parent Information](#) [Medical Information](#) [CMA Student/Parent Handbook](#) [Application](#) [Supporting Documents](#)

Welcome to the CMA online application portal!

We are now accepting applications for the 2020/2021 academic year until February 15, 2020. As you work through this online application please complete each section as detailed below and submit all requested documentation.

1. Student Information (to be filled out by the parent or the student)
2. Parent Information (to be filled out by the parent or the student)
3. Medical Information (to be filled out by the parent or the student)
4. Review CMA Student/Parent Handbook (both student and parent)
5. Application (to be filled out by the student)
6. Supporting Documents
7. \$250 non-refundable application fee (please drop a cheque off at the CMA office, or send an e-transfer to finance@coastmountainacademy.ca - password squamish)

Once your application is submitted, and your fee is received, the CMA Admissions team will review your application. You are invited to visit this portal for updates on the status of your application. Our admissions team will also communicate updates with you via email and phone so please ensure your contact information is up-to-date

Please note: Coast Mountain Academy has a limited number of spots for each class, completing an application does not guarantee acceptance to CMA. Once the applicant completes the admissions process, CMA will notify families of acceptance in early April 2020.

If you have any questions about the application process or technical issues with the portal, please contact the CMA office 604.390.3262 or info@coastmountainacademy.ca

Thank you,

Coast Mountain Academy

Select Language Powered by [Google Translate](#)

PRINT SAVE AS DRAFT NEXT



Please note that the second from the last tab (Application) must be completed by the student only.

After you click the blue 'complete' button at the bottom of the last tab (Supporting Documents) your application will be received and accessible to the CMA Admissions team. If any required (red star) content is missing you will be prompted by the portal to go back and complete it before the application can be received.

We hope these tips and screenshots have been helpful. If you have any questions about the online application and/or our admissions process please call the Director of Admissions & Communications, Tracy Keeling at 604-390-3262.

Thank you,
The CMA Admissions Team