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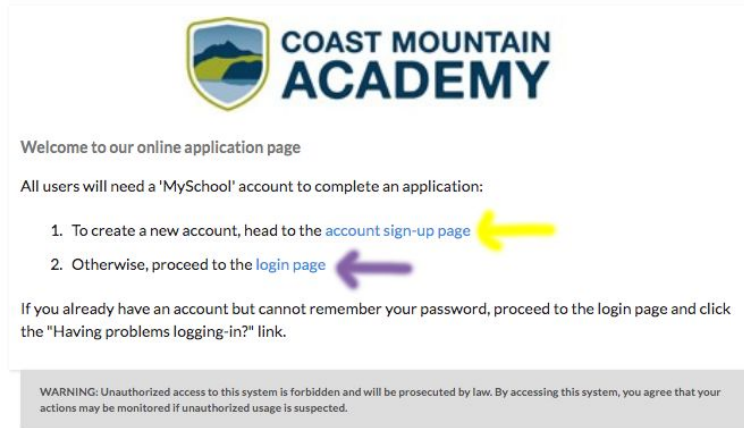
Step 2. Once the account sign-up page opens you can complete the form and click the blue 'create your new account' button.

Step 3. A confirmation window will open up. You should now check your email submitted in Step 2 for further instructions.
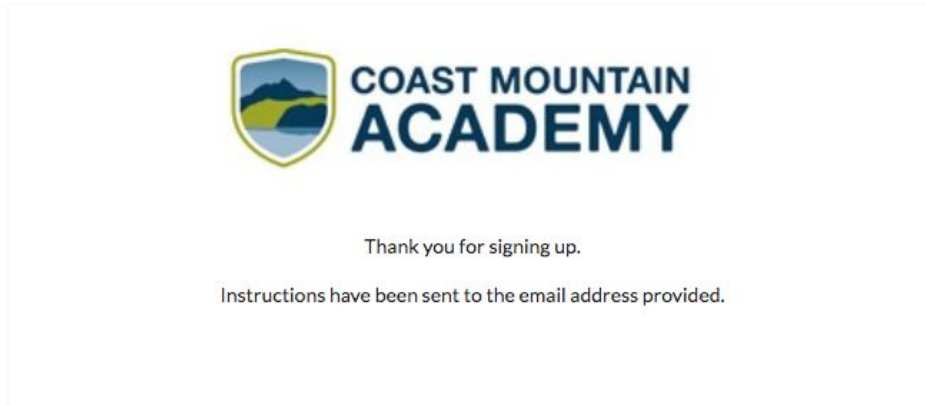
Step 4. Check your email inbox for the subject 'Sign-up to Coast Mountain Academy's portal'. The body of this email will prompt you to click on the link to activate your account.
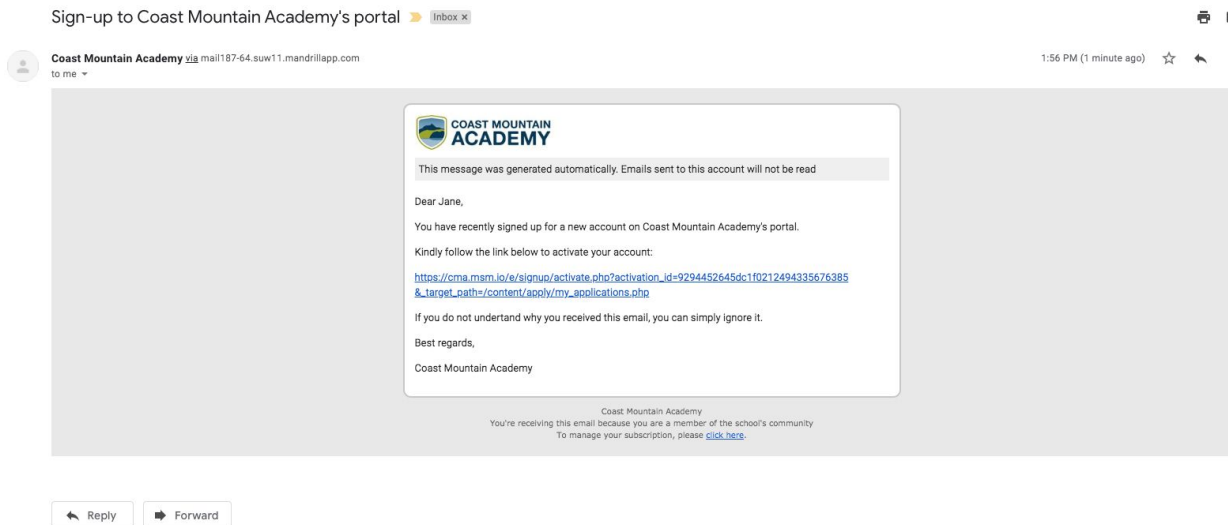
Step 5. The following window will open confirming your account has been activated. Click on the 'login page' to access your new MySchool account on the portal. (yellow arrow)
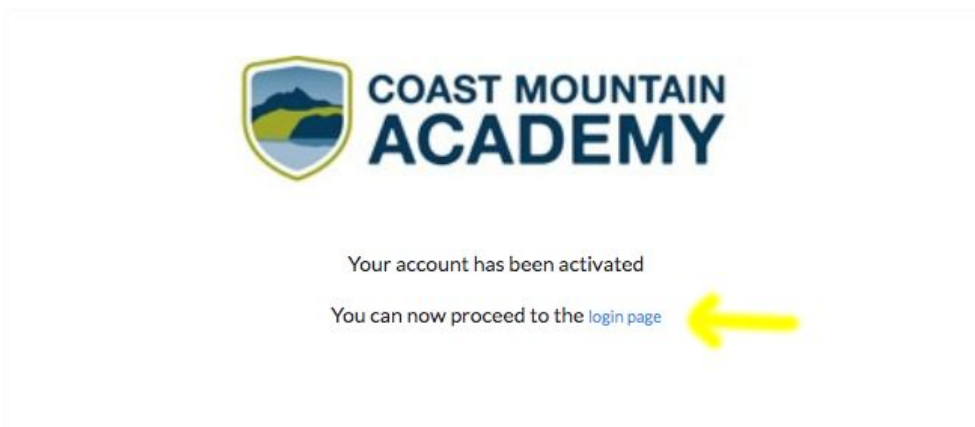
Step 6. In your MySchool portal you will see "New Student Application' as an available option. To get started with your new student application please click on the blue 'New Application' button.

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)

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.

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