

Instructions for CampusLogic and Verification

New Students - Email Activation

- If you have already activated your email and logged onto it before, you may skip down to **Student Login**
- You must finish your admissions requirements to receive a MGA email account. If you have not been fully admitted into the university, please contact Admissions at 478-471-2725.
- If you have been admitted as a student, follow the steps below.
 1. Go to www.mga.edu
 2. Click on Menu
 3. Click on Current Students
 4. Click on the link “Email”
 - This page may also be accessed by following the direct link provided below:
Email Information page: www.mga.edu/technology/services/email.php.
 5. Use the “Account Lookup” tool to *lookup your new email address*
 6. Return back to the Email Information menu and view *New Student Webmail Log in* and complete the instructions provided to complete email login.
- If you have issues accessing your student email account, please contact the Office of Technology Resources at 478.471.2023 or 478.934.3319.

Student Login

1. Go to mga.studentforms.com
2. Click on “Create Account”
3. Create an account using your personal information
 - Enter your MGA email for “Preferred Email” and “Confirm email”
4. If prompted by the “Select Application” screen, select “Student Forms”
5. After successful account creation, check your MGA email for the “Confirmation of Account Creation” email from Platform Management and click the link to verify your email.
 - If the email doesn’t appear in your main inbox, then check your spam/junk folder.
 - If it does appear in your junk folder, then be sure to click the “it’s not spam” link at the top of the email to ensure that future notifications are directed towards your main inbox.
- If you have any issues in accessing your CampusLogic account, then contact the Office of Financial Aid at 478.387.0580 or financialaid@mga.edu

Appeals

- The following options are available for submission of an appeal:
 - **Satisfactory Academic Progress (SAP):** Your academic history is preventing you from receiving financial aid.
 - **Special Circumstance-EFC Calculation Appeal:** Change in your family's income from the 2021 information reported on the FAFSA.
 - **Unusual Circumstance:** Extenuating circumstances present in our life that may enable you to be considered an independent student

1. Log onto CampusLogic by following steps 1-4 from the Student Login section above.
2. Select Manage Request then "+- Request" Icon on the top right corner.
3. Select the "green +" icon for the appeal you wish to begin
 - Select the document and year based on the semester for which you are appealing your financial aid eligibility. Academic years begin each fall and end in the summer. For example, Fall 2023 until Summer 2024 would be included in the academic year 2023-2024.
4. A prompt will appear requesting you to "Please explain your reason for this request". You only need to provide a quick summary here. You will explain your full circumstance soon in the appeal form.
5. Click Submit.
6. To complete your request, fill out the web form. Be sure to include your supporting documentation for your appeal.

If you have any further questions, please contact the Office of Financial Aid at 478.387.0580 or financialaid@mga.edu