



MAGIC Log-On Screen – Easy Access Instructions

MAGIC is a web-based system; therefore, you will be accessing MAGIC via the internet. There are several ways to make the MAGIC log-on screen readily available.

You can make the log-on screen:

1. A favorite/bookmark in your web browser.
2. Your internet home page. With this option, the MAGIC log-on screen will automatically appear each time you open the internet.
3. A shortcut on your desktop. You can double click the icon to open the log-on screen.

Listed in this document are step-by-step for instructions for each option using the various web internet browsers that are available. You can choose to setup one or all of the options. Click your desired browser and option below to review the setup instructions.

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MAGIC Log-On Screen Layout

MAGIC is a web-based system and will be accessed via the internet. The production address is: <http://portal.magic.ms.gov>. Below is a brief description of each of the items on the log-on screen.

The screenshot shows the MAGIC Log-On screen. It features the MAGIC logo (Mississippi Accountability System for Government Information and Collaboration) on the left. On the right, there is a login form with fields for 'User' and 'Password', and a 'Log On' button. A link for password help is located above the login form. A text box on the left provides information about the system and a link to the MMRS website.

(1) Having password problems? Please click on this [link](#) for help...

(2) User *
Password *
Log On

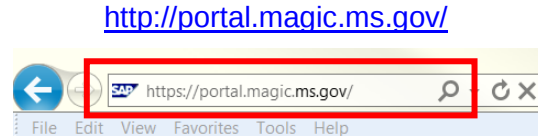
(3) MAGIC is the Mississippi Accountability System for Government Information and Collaboration.

If you need access or additional information please go to the <http://www.mmrs.state.ms.us> website.

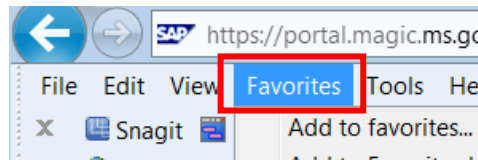
- (1) After you have logged in the system the first time, if you need to reset your password you can click this option. You will be guided through a series of steps to reset your password. You cannot choose this option until you have setup your security questions.
- (2) To log in the system, enter your User-ID and Password and click the Log On button.
- (3) If you need additional information, click the link to the MMRS Website.

Internet Explorer (IE) – Option 1: Favorite/Bookmark

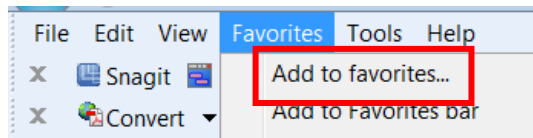
- (4) In the address bar at the top of the screen, enter the MAGIC production address; then press enter.



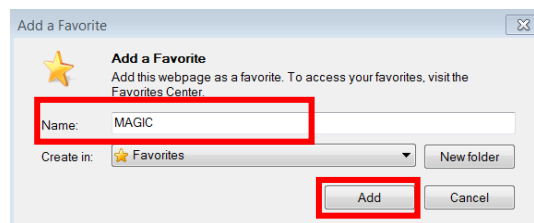
- (5) On the menu bar, click **Favorites**



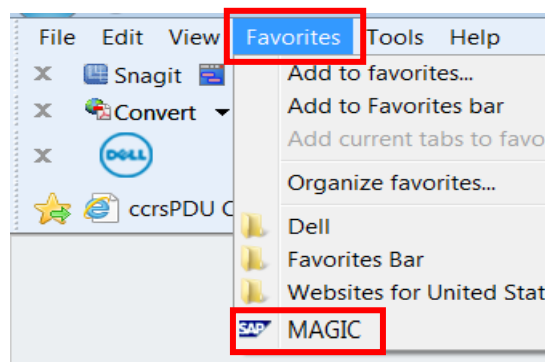
- (6) Under the favorites menu, click **Add to favorites...**



- (7) The following box will appear. The following box will appear, with "SAP NetWeaver Portal" as the default bookmark name. You can change the name of the favorite by typing the desired name in the **Name** box; then click the **Add** button.



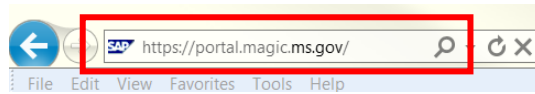
- (8) The page should be saved in your Favorites folder. After you have set up the favorite, you can access the MAGIC log-in screen at any time by clicking **Favorites** in the menu bar, then clicking on the name you created in step (7).



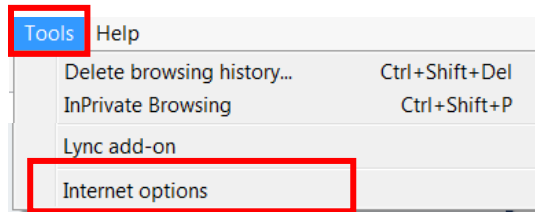
Internet Explorer (IE) – Option 2: Internet Homepage

- (1) In the address bar at the top of the screen, enter the MAGIC production address; then press enter.

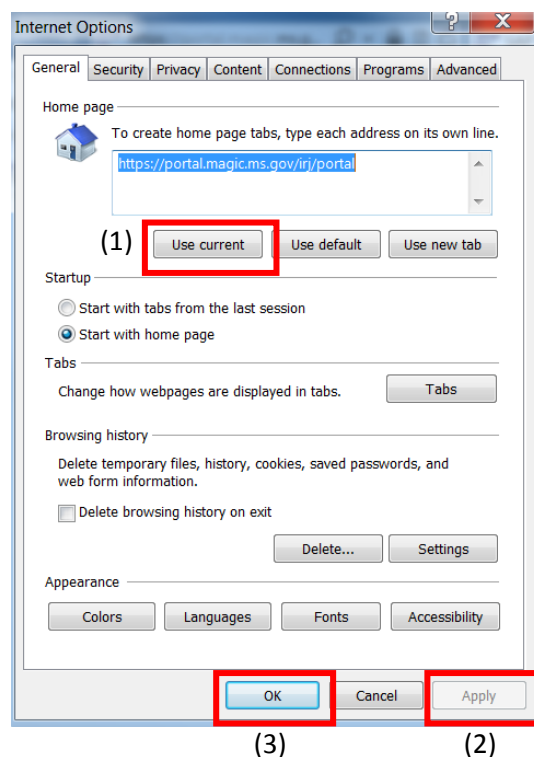
<http://portal.magic.ms.gov/>



- (2) Under the Tools menu, click **Internet options**



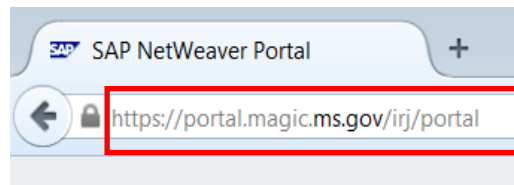
- (3) In the Internet Options box, click (1) **Use Current**, then (2) **Apply**, then (3) **OK**. The next time you open Internet Explorer, the MAGIC log-in screen should appear.



Mozilla Firefox – Option 1: Favorite/Bookmark

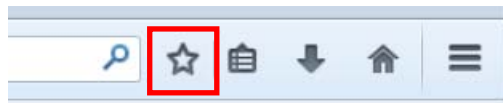
- (1) In the address bar at the top of the screen, enter the MAGIC production address; then press enter.

<http://portal.magic.ms.gov/>

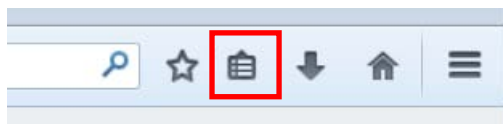


Please note: Mozilla Firefox may add additional words after the web address when the address is entered. You do not need to do anything regarding this.

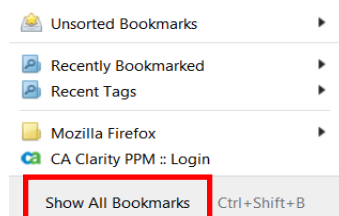
- (2) Click the **star** in the upper right corner of the menu bar.



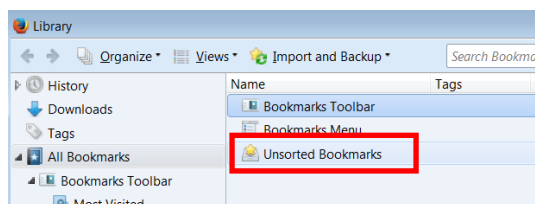
- (3) Click the **clipboard** in the upper right corner of the menu bar.



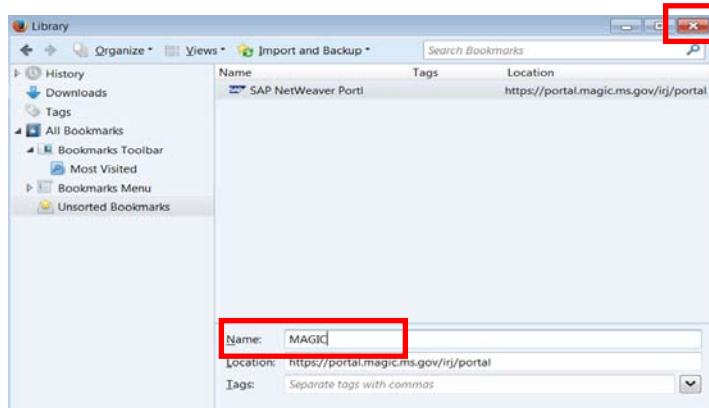
- (4) Click **Show All Bookmarks**



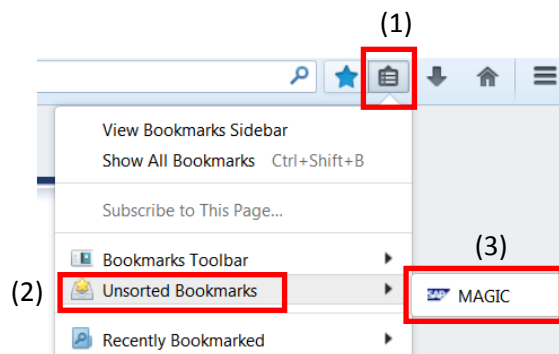
- (5) Double-click **Unsorted Bookmarks**



- (6) Be sure that SAP NetWeaver Portal is selected at the top of the screen. The following box will appear, with “SAP NetWeaver Portal” as the default bookmark name. You can change the name of the favorite by typing the desired name in the **Name** box; then click the red X in the top right corner of the screen.



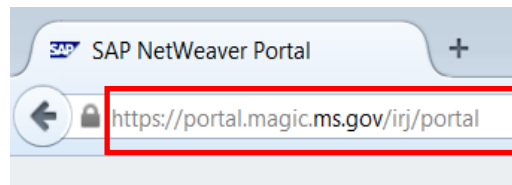
- (7) The page should be saved in your bookmarks folder. After you have setup the bookmark, you can access the MAGIC log-in screen at any time by (1) clicking the clipboard, then (2) clicking Unsorted Bookmarks, then (3) clicking the name of the bookmark you created.



Mozilla Firefox – Option 2: Internet Homepage

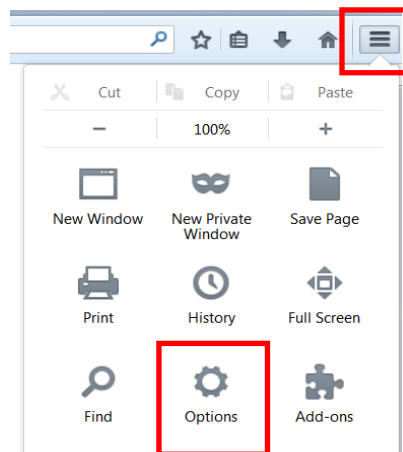
- (1) In the address bar at the top of the screen, enter the MAGIC production address; then press enter.

<http://portal.magic.ms.gov/>

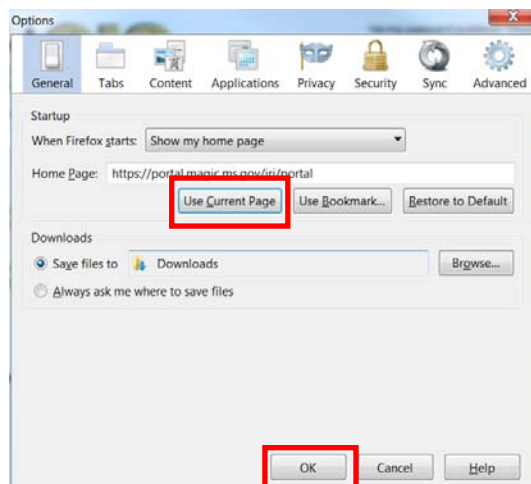


Please note: Mozilla Firefox may add additional words after the web address when the address is entered. You do not need to do anything regarding this.

- (2) Click the **three bar icon** in the top right corner; then click **Options**.



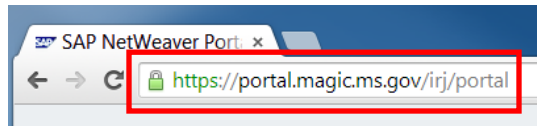
- (3) Click **Use Current Page**, then **OK**. The next time you open Firefox, the MAGIC log-in screen should appear.



Google Chrome - Option 1: Favorite/Bookmark

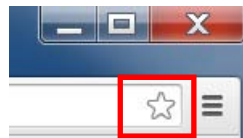
- (1) In the address bar at the top of the screen, enter the MAGIC production address; then press enter.

<http://portal.magic.ms.gov/>

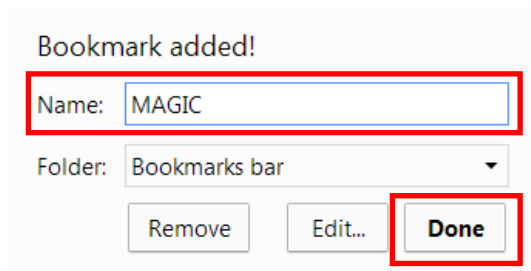


Please note: Google Chrome may add additional words after the web address when the address is entered. You do not need to do anything regarding this.

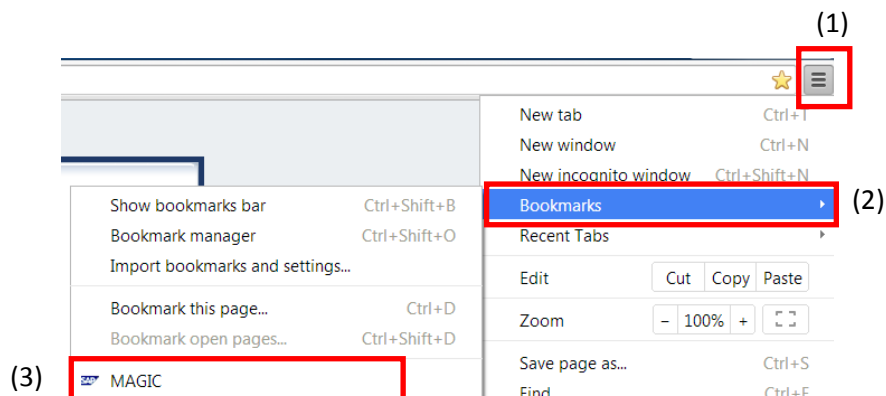
- (2) Click the star in the upper right corner of the menu bar.



- (3) The following screen will appear. The following box will appear, with "SAP NetWeaver Portal" as the default bookmark name. You can change the name of the favorite/bookmark by typing the desired name in the **Name** box; then click the **Done** button.



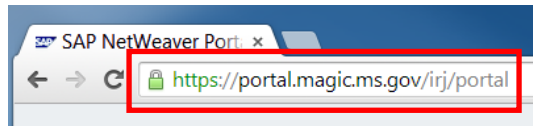
- (4) After you have setup the bookmark, you can access the MAGIC log-in screen at any time by (1) Clicking the clipboard, then (2) Clicking **Bookmarks**, then (3) clicking the name of the bookmark you created.



Google Chrome – Option 2: Internet HomePage

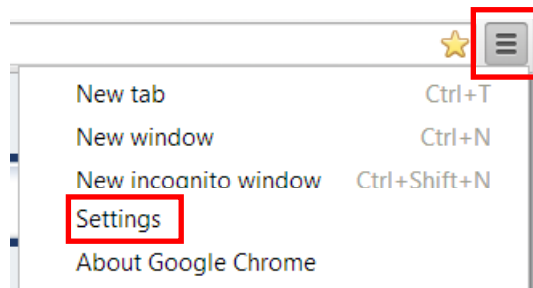
- (1) In the address bar at the top of the screen, enter the MAGIC production address; then press enter.

<http://portal.magic.ms.gov>

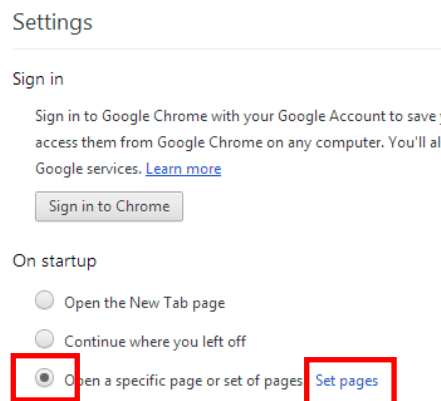


Please note: Google Chrome may add additional words after the web address when the address is entered. You do not need to do anything regarding this.

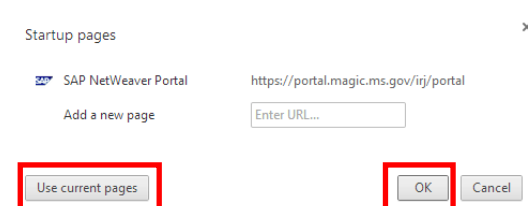
- (2) Click the **clipboard**; then click **Settings**



- (3) A separate window will appear. Make sure “Open a specific page or set of pages.” is selected under On Startup; then click **Set Pages**



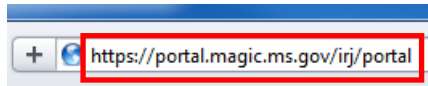
- (4) Click **Use Current pages**; then click **OK**. The next time you open Google Chrome, the MAGIC log-in screen should appear.



Safari – Option 1: Favorite/Bookmark

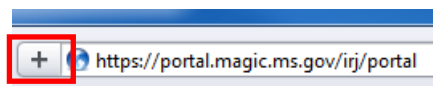
- (1) In the address bar at the top of the screen, enter the MAGIC production address; then press enter.

<http://portal.magic.ms.gov/>

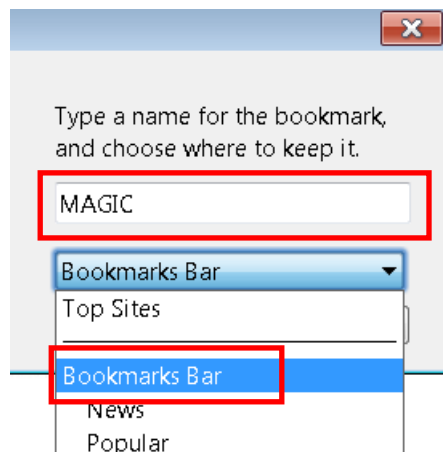


Please note: Safari may add additional words after the web address when the address is entered. You do not need to do anything regarding this.

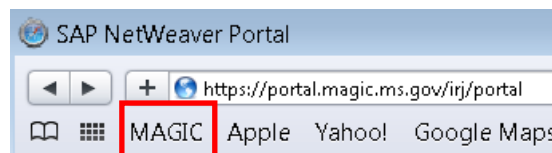
- (2) Click the + button next to the address bar.



- (3) The following box will appear. You can change the name of the favorite/bookmark by typing the desired name in the box and selecting **Bookmarks Bar** under the drop down menu; then click the **Add** button.



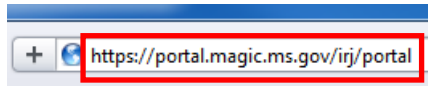
- (4) You can access the site at anytime by clicking the name you selected in the bookmark menu bar.



Safari – Option 2: Internet Homepage

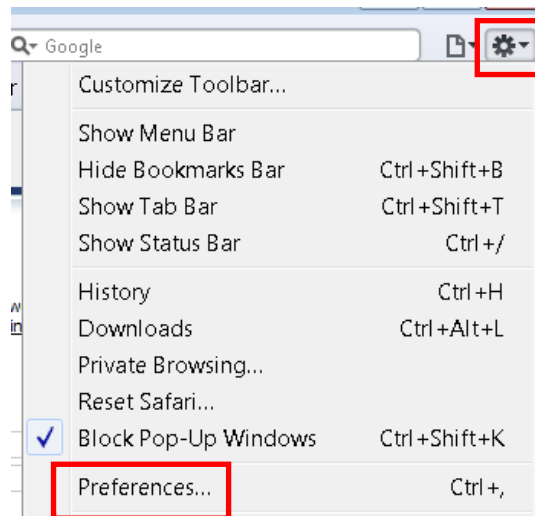
- (1) In the address bar at the top of the screen, enter the MAGIC production address; then press enter.

<http://portal.magic.ms.gov/>

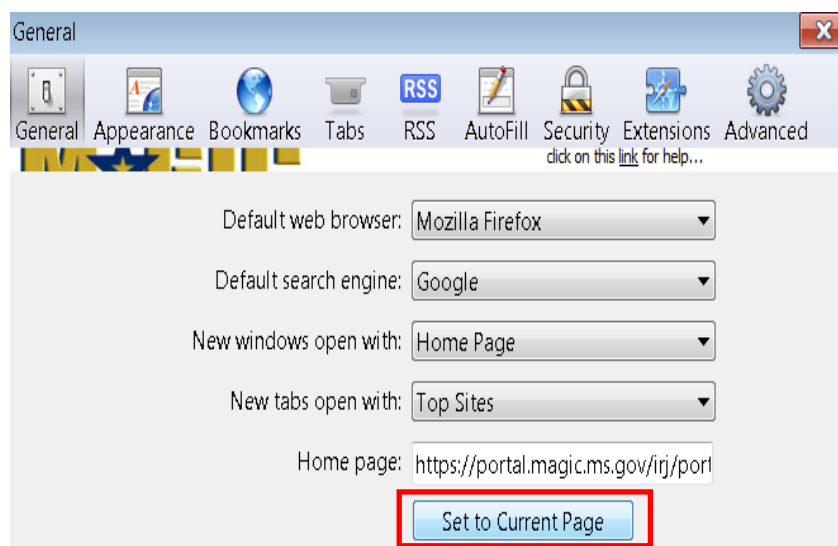


Please note: Safari may add additional words after the web address when the address is entered. You do not need to do anything regarding this.

- (2) Click the **Options** icon in the top right corner then click **Preferences**



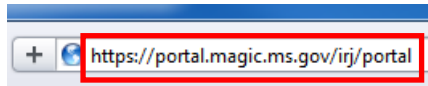
- (3) When the options box appears, click **Set to Current Page**. The next time you open Safari, the MAGIC log-in screen should appear.



All Internet Browsers – Option 3: Desktop Shortcut

- (1) In the address bar at the top of the screen, enter the MAGIC production address; then press enter.

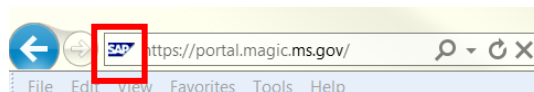
<http://portal.magic.ms.gov/>



- (2) Click the square in the upper right corner of your screen to make sure you can see your desktop and the Internet at the same time.



- (3) Once you can see your desktop and the internet on the screen at the same time, click and hold the icon to the left of the web address bar. Drag and drop the SAP icon onto your desktop.



- (4) The SAP icon should appear on your desktop. You can access the MAGIC logon screen by double clicking the icon. You can also rename the icon, if desired, by right clicking the icon, selecting Rename, and typing the desired name.



- (5) When you double click the icon, the MAGIC log-in screen should appear.