

Converting your [myschoolapp] login to Blackbaud ID (with invitation)

[Template: review all pages and update information and/or screenshots as needed.]

STEP 1: Accept the Connect invitation

You will receive an email invitation with the subject “Connect to {School Name}”. Click on the Accept Invitation button to open the Sign up page.

Connect to {School Name}



Hello {Name},

{School Name} is ready for you to login via Blackbaud Services using this email address as your username.

With this invitation, you will create and use a Blackbaud ID to connect with {School Name}.

Accept Invitation

STEP 2: Create your Blackbaud ID account

On the Sign Up page, **do not edit or change your email address**. If you prefer to use a different email, please contact {school contact}.

Option 1: Complete the form by entering a password and your first and last names. Your password should be a unique password that you do not use for other accounts/websites. Once you’ve entered the required information, select Sign up.

Option 2: If you wish to use a Google account for authentication (a @gmail.com email is not required), select the Sign up with Google button. If you select this option, you will sign in using credentials managed in Google and Step 3 to confirm your Blackbaud ID account is not required. Skip to Step 4.

Sign up

Email address

[your email address]

Password

Must contain at least 8 characters and 3 of the following:

- Capital letter
- Lowercase letter
- Number
- Special character (!, #, %, etc.)

Confirm password

First name

Last name

By continuing below, you are agreeing to the Blackbaud, Inc. [Terms of Use](#) and [Privacy Policy](#).

Sign up

or



Sign up with Google

Already have an account? [Sign in](#)

STEP 3: Confirm your account

Within a few minutes of signing up, you will receive an email with the subject "Confirm your Blackbaud ID". Click the Confirm button in this email to confirm your account creation within 24 hours.

Hi {Name},

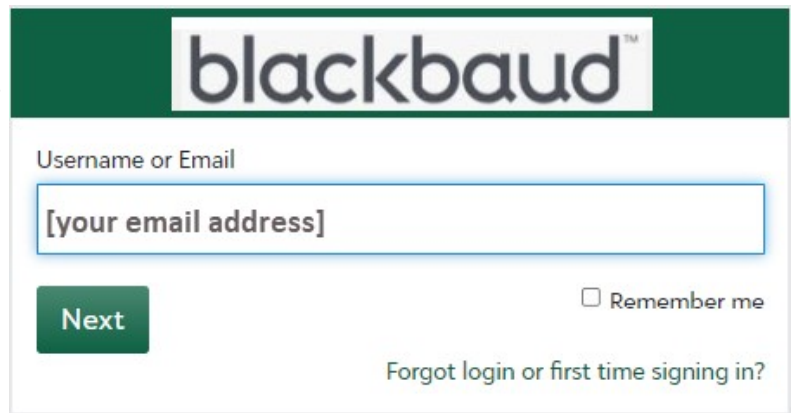
To finish setting up your account, please confirm your email address within 24 hours.

[Confirm](#)

[Need help?](#)

STEP 4: Sign in with your Blackbaud ID

On the [myschoolapp] sign in page, enter your email address.



The image shows a Blackbaud login form. At the top is the Blackbaud logo. Below it is a text input field labeled "Username or Email" containing "[your email address]". To the right of the input field is a checkbox labeled "Remember me". Below the input field is a green "Next" button. At the bottom right of the form is a link that says "Forgot login or first time signing in?"

The first time you sign in with Blackbaud ID, you will receive a message that your account is being converted.

Click Continue.

If your Blackbaud ID session is still active from Step 3, you'll automatically be signed in after clicking Continue.



Your username is being converted to use Blackbaud ID with your email address:

[your email address]

Click Continue to sign in or to create a new Blackbaud Account.

If your Blackbaud ID session is not active, sign in with your email address and the password you created for Option 1 in Step 2 OR if you selected Option 2 in Step 2, select the Sign in with Google button to authenticate with your Google account.

Email address

[your email address]

Password

[Forgot password?](#)

Remember my email

[Sign in](#)

or




Sign in with Google

Tips:

- To ensure you receive emails, add [schoolname]@myschoolapp.com and noreply@blackbaud.com to your safe senders list in your email account.
 - If you create a Blackbaud ID using Option 1 in step 2, you'll use the Forgot password? link on the Blackbaud ID sign in page to request a password reset email.
 - If you select the Sign in with Google button, you will manage your password through your Google account. A gmail.com email is not required to create a Google account.
 - To request a new invitation email (Step 1) contact [school contact].
 - To request a new Confirmation email (step 3), go to <https://signin.blackbaud.com> and enter your email address and password to sign in. When prompted, select the option to resend the confirmation email.
 - When signing up, if you receive the message "The user already exists.", then a Blackbaud ID has already been created with your email address. Sign in with the existing Blackbaud ID and use the Forgot password? link to reset your password if needed.
-

Sign up

Email address

 The user already exists.

- If you have children at multiple schools using Blackbaud ID, you can use the same Blackbaud ID account at multiple schools. You do not need to create a separate Blackbaud ID account for each school.
- [Blackbaud ID offers optional multi-factor authentication. If you wish to provide additional information for users on multi-factor authentication, see [Multi-factor Authentication](#). Users should be encouraged to save their 24-digit recovery code in a secure location.]
- [If users selecting Sign in with Google want to enable multi-factor authentication, Google's multi-factor authentication is recommended as it covers all logins to a user's Google accounts.]
- [Accepting the Connect Invitation is not required to convert a user's myschoolapp login to BBID. The accept link in the email only guides the user to the Sign Up page. Without the invitation, after a user is set up to sign in with BBID, they can enter their email address on the myschoolapp sign in page and create their BBID account on the fly during the sign in process.]