



## Blackbaud ID Parent Sign In

1. You will receive an email from [thegirlsschool@myschoolapp.com](mailto:thegirlsschool@myschoolapp.com) and the email will look like this:

### Connect to The Girls' School of Austin

→ The Girls' School of Austin <thegirlsschool@myschoolapp.com>  
to me ▾

Hello                    The Girls' School of Austin 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 The Girls' School of Austin.


[Accept Invitation](#)

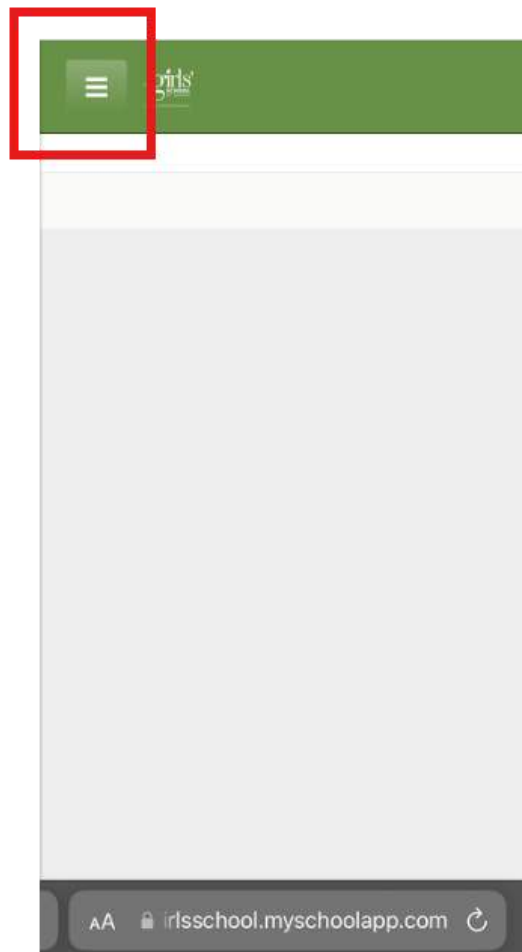
Thank You!

2. Click on [Accept Invitation](#) and the link will take you to the Blackbaud Sign In where you will create their account and password:
  - a. If you have a Gmail Account on file as your email address, click sign in with Google. You may be asked to type in your Google Password for confirmation.
  - b. If you do not have a Gmail Account on file as your email address, Click "Don't have a Blackbaud ID? Create a new one."

The Blackbaud sign-in page features the "blackbaud" logo at the top. Below it, the text "Sign in or sign up" is centered. A prompt "Enter your email address." is followed by a red-bordered input field labeled "Email address". A checkbox for "Remember my email" is located below the input field. A blue "Continue" button is positioned at the bottom of the sign-in section. Below the button, the word "or" is centered. Three social sign-in options are listed: "Continue with SSO" (with a lock icon), "Continue with Google" (with the Google logo), and "Continue with Apple" (with the Apple logo). A "Privacy - Terms" link is next to the Apple option. At the bottom, a mobile browser address bar shows "app.blackbaud.com".

The Blackbaud sign-up page is titled "Sign up". It contains several input fields: "Email address" (with a blacked-out example), "Password", "Confirm password", "First name", and "Last name". Below the password fields, a note states: "Must contain at least 12 characters and 3 of the following: - Capital letter, - Lowercase letter, - Number, - Special character (!, #, %, etc.)". A blue "Sign up" button is located below the input fields. Below the button, the word "or" is centered. Two social sign-up options are listed: "Sign up with Google" (with the Google logo) and "Sign up with Apple" (with the Apple logo). At the bottom, a link reads "Already have an account? Sign in".

3. A confirmation email will be sent to the email address the Blackbaud ID is set for. Please return to your email inbox and follow the instructions.
4. We expect this will go smoothly but if you experience errors:
  - a. Your browser may be holding onto your old way of signing-in so you may need to check your Browser History and clear the cookies and then close and re-open the browser.
    - i. For instance here are the steps for Safari (including on your phone):
      1. In Safari > History, clear all history which should remove outdated cookies.
      2. Restart Safari browser.
      3. Attempt to sign-in again.
      4. More help can be found here: [Browser Settings](#)
5. Once signed in, click on  and you will see your child(ren)'s name(s):





6. Once the name of the child(dren) is clicked on, the report card can be viewed by clicking on Report Cards:

