



PROVIDENCE CATHOLIC HIGH SCHOOL

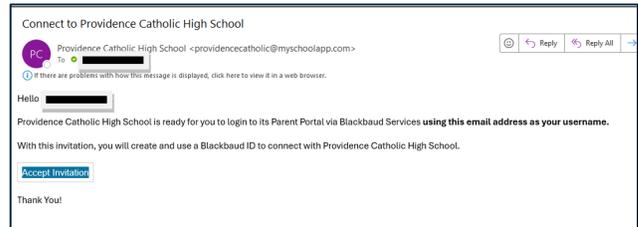
1800 W. Lincoln Highway • New Lenox, Illinois 60451 • (815) 485-2136 • www.providencecatholic.org

Creating your Parent Portal Account via an Email Invitation

Step 1: Accept the Connect Invitation

You will receive an email invitation with the subject “Connect to Providence Catholic”.

Click on the **Accept Invitation** button to open the **Sign-up page**.



Step 2: Create your Blackbaud ID account

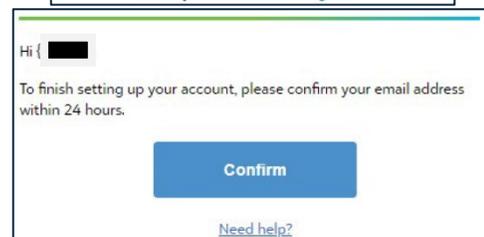
On the **Sign up page**, **do not edit or change your email address**. If you prefer to use a different email, please contact us.

- **Option 1:** Complete the form by entering a password and your first and last names. Once you’ve entered the required information, select **Sign up**.
- **Option 2:** If you wish to use a Google account for authentication (an @gmail.com email is not required), select the **Sign up with Google** button instead. If you select this option, you will sign in using credentials managed in Google and Step 3 below is not required; skip to Step 4.

Step 3: Confirm your account

Withing a few minutes of signing up, you will receive an email with the subject “Confirm your Blackbaud ID”.

Click the **Confirm** button in that email to confirm your account creation within 24 hours.



Step 4: Sign in with your Blackbaud ID

On the [Providence Catholic Blackbaud sign in page](#), enter your email address (which is your Blackbaud ID).

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

Click **Continue**.

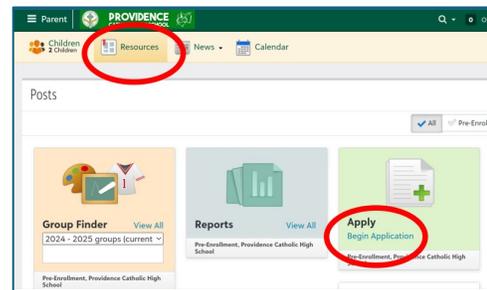
- If your Blackbaud ID session is still active from Step 3, you'll automatically be signed in after clicking **Continue**.
- If your Blackbaud ID session is not active, sign in with your email address and the password you created or Option 1 in Step 2.
or
If you selected Option 2 in Step 2, select the **Sign in with Google** button to authenticate with your Google account.

Step 5: Begin the Application

Once you are logged in, click on the **Resources** tab.

Locate **Apply** and select **Begin Application**.

(At this point, you can return to the [directions we posted on our website](#). Go to the “Complete the Application Form for your Student” section.)



Tips:

- Once your account is created, use this link to return to the Parent Portal at any time: <https://providencatholic.myschoolapp.com/>
- To ensure you receive emails add providencatholic.myschoolapp.com and noreply@blackbaud.com to your safe senders list in your e-mail account.
- If you create a Blackbaud ID using Option 1 in Step 2, you'll use the **Forgot password?** link in the Blackbaud ID sign in page to request a password reset e-mail.
- If you select the **Sign in with Google** button, you will manage your password through your Google account. A gmail.com e-mail is not required to create a Google account.
- To request a new invitation, e-mail (Step 1) contact us.
- To request a new confirmation e-mail (Step 3) go to <https://signin.blackbaud.com> and enter your e-mail 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 e-mail address. Sign in with your existing Blackbaud ID and use the **Forgot password?** link to reset your password if needed.
- If you have children at multiple schools using blackboard ID, you can use the same blackboard ID account at multiple schools. You do not need to create a separate Blackbaud ID account for each school.
- Blackboard ID offers multiple optional multifactor authentication methods. If you wish to use MFA, see Blackbaud's article on [multi factor authentication](#). Users are encouraged to save their 24 digit recovery code in a secure location