

# 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.

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Connect to Providence Catholic High School		
Providence Catholic High School <providencecatholic@myschoolapp.com></providencecatholic@myschoolapp.com>	🙂 🕤 Reply	≪ Reply All -
() If there are problems with how this message is displayed, click here to view it in a web browser.		
Hello		
Providence Catholic High School is ready for you to login to its Parent Portal via Blackbaud Services using this email	address as your	username.
With this invitation, you will create and use a Blackbaud ID to connect with Providence Catholic High School.		
Accept Invitation		
Thank You!		

Email addross		
[your email	addressj	
Password		
Must contain a - Capital k - Lowerca - Number - Special c	t least 8 characters and 3 of the following etter se letter character (I, #, %, etc.)	g:
Confirm passw	vord	
First name		
Last name		
By continuing Inc. Terms of U	below, you are agreeing to the Blackba Jse and Privacy Policy.	aud,
	Sign up	
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## 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 <u>directions we posted</u> <u>on our website</u>. 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://providencecatholic.myschoolapp.com/
- To ensure you receive emails add Providencecatholic.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 <u>https://signin.blackbaud.com</u> 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 <u>multifactor authentication</u>. Users are encouraged to save their 24 digit recovery code in a secure location