Creating your Blackbaud Account Providence Catholic High School

1. You will receive an email from Providence Catholic High School with the subject "Connect to Providence Catholic High School".

Click on the blue Accept Invitation button. You will be automatically taken to the Blackbaud Sign up page.



- 2. Enter your email address and tap the *Continue* button.
 - Parents: Use the email address the Connect to Providence Catholic email was sent.
 - Students: Use your PCHS student email address.

	Sign in or sign up	
Enter your	email address.	
Email addr	ress	
Remer	mber my email	
	Continue	
	Continue	
Ð	Continue or Continue with SSO	
G	Continue or Continue with SSO Continue with Google	

3. You will see this window. Tap the **Send confirmation code** button.



4. Go back and check your email for an email from Blackbaud.



5. Copy the code, go back to your browser and enter the code when prompted. Tap the *Confirm* button.

Sign up
Confirmation of your email address is necessary to create an account. Confirmation code has been sent to your inbox. Copy it to the confirm box below.
@pchsstudent.org
Confirm code
Confirm Send new code
Back to sign in
By continuing to sign up, you are agreeing to the Blackbaud, Inc. Terms of Use and Privacy Policy.

6. Then enter your information and tap the *Sign Up* button.

	. .
onfirmatio	n of your email address is necessary to
reate an ac he code ha	count. s been verified. You can now continue.
	⊉pchsstudent.org
Password	
The passwo	ord must contain at least 12 characters
The passwo following: - Lowercase	ord must contain at least 3 of the e letter
- Capital le	tter
- Number	
	naracter (!, #, %, etc.)
- Special cl	
- Special ch Confirm pas	ssword
- Special ch Confirm pas First name	ssword

7. Congratulations! Your Blackbaud account has been created. You will be at your Blackbaud starting screen.

26 My Day - 2 Groups - Resources	News - Calendar	
🚽 Progress 🛅 Schedule <table-cell> Assignment Center</table-cell>	📕 Course Requests 🔆 Conduct 👼 Requirements 🗸	Checklist
Select Grade: 11 v		
Performance ^	Conduct ^	Attendance Summary
Performance data not currently available.	0	0
	Total infractions	Absences
		View History View Totals
Advisory		
havisory		

Final Step: Enabling Notifications

 Be sure to enable notifications in your Blackbaud account. This will ensure you receive the emails and text messages that we will send via Blackbaud. In the upper right corner, click on your name and choose Settings. Then on the left side, click on Notifications.



2. Enter your email and mobile number. A code will be sent to your phone to confirm.

Notification settings			
Select how you would like to receive notification	s.		
E-mail Address:	TEXT Number:		
gmail.com	None Available!		
/ 0	0		
	6.4.m	f	T
Type	Setup	E-mail	lext
Messages			
Announcement Posted	Setup Options		
Game Added			
Game Changed			
Game Reminder	Setup Options		
Game Result Posted			

- 3. Place a check for each of the communication methods for each type of notification. We recommend that you start with all of them enabled. You can always fine-tune this later next year.
- 4. Tap on the **Setup options** to choose categories. Once again, we recommend choosing all of them for now.

Notification Options					
General Categories					
My Groups					
□ Academics	Activity	Advisory			
□ Athletics	Community	Dorm			
Roles					
My Child's Groups					
□ Academics	Activity	Advisory			
□ Athletics	Community	Dorm			
Roles					
Save Cancel					