

Setting up your login to MPH's Blackbaud Education Management system with Blackbaud ID

For assistance, please email mphsystemsupport@mphschool.org.

STEP 1: Accept the Connect invitation

You will receive an email invitation with the subject "Connect to Manlius Pebble Hill School". Click on the "Accept Invitation" button to open the Sign up page.



Manlius Pebble Hill School <mphschool@myschoolapp.com>
To: mphsampleparent2@yahoo.com

Hello Sample Parent,

Manlius Pebble Hill School is ready for you to login via Blackbaud Service

With this invitation, you will create and use a Blackbaud ID to connect with

Accept Invitation

Thank You!

STEP 2: Create your Blackbaud ID account

On the Sign Up page, **do not edit or change your email address listed here.** (If you prefer to use a different email, please discontinue this process and email

mphsystemsupport@mphschool.org. We will need to re-invite you to this process under the new email address.)

Option 1: Complete the form by entering a **password** and your **first name** and **last name**. (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" button. **(NOTE: Please keep UN/PW safe for use later)**

OR

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**.

(If email expires, see Tips page for info)

Hi {Name},

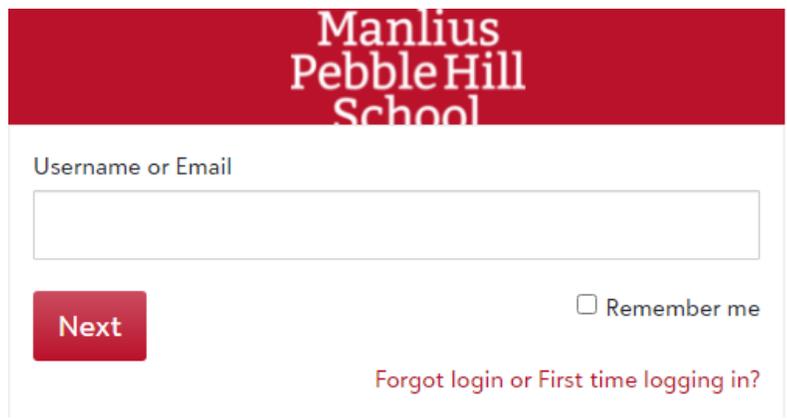
To finish setting up your account, please confirm your email address within 24 hours.

Confirm

[Need help?](#)

STEP 4: Sign in with your Blackbaud ID

On the [<https://mphischool.myschoolapp.com/app#login>] sign in page, enter your email address used in this process.



Manlius Pebble Hill School

Username or Email

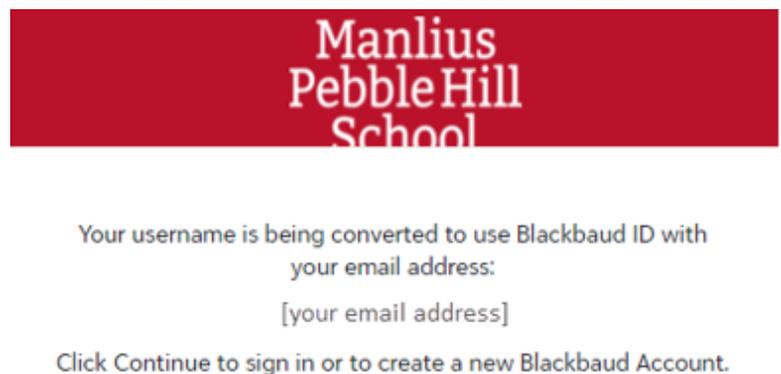
Next Remember me

[Forgot login or First time logging in?](#)

STEP 5: The first time you sign in with Blackbaud ID, you may receive a message that your account is being “converted”.

Click “Continue” button here.

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

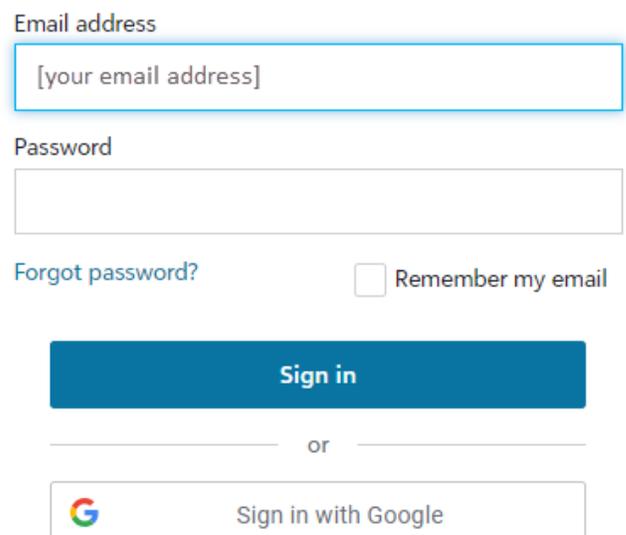


Manlius Pebble Hill School

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.](#)

STEP 6: If your Blackbaud ID session *is not active*, you’ll be asked to sign in with your email address and the password you created for *Option 1* in Step 2 and click “Sign In” **OR** if you selected *Option 2* in Step 2, select the “Sign in with Google” button to authenticate with your Google account.



Email address

Password

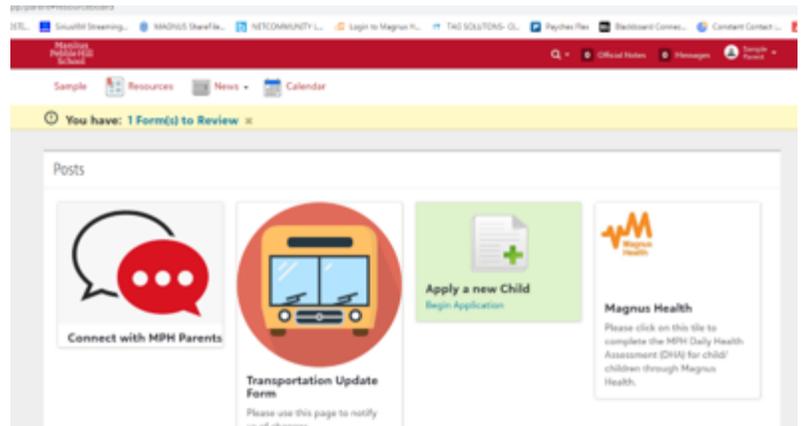
[Forgot password?](#) Remember my email

Sign in

or

 Sign in with Google

STEP 7: Once you sign in, you should see a screen that look similar to the one on the right. In the top red bar you should see Manlius Pebble Hill School on the left and your name on the far right side. If you can see this page, you should be all set. *(Please keep your UN/PW and URL for future use.)*



Tips/ Other helpful information:

- All users linked with BBID will need to have a unique email address to access the system.
- To ensure you receive the emails, add **mphschool@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 (<https://signin.blackbaud.com/signin/>) to request a password reset email.
- If you select the "Sign in with Google" button, you will manage your password and resets through your Google account. *(A gmail.com email is not required to create a Google account.)*
- All password resets are handled directly between the user and the system. MPH staff does not have user password access to this Blackbaud system.
- To request a new invitation email (step 1) email mphsystemsupport@mphschool.org.
- 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.