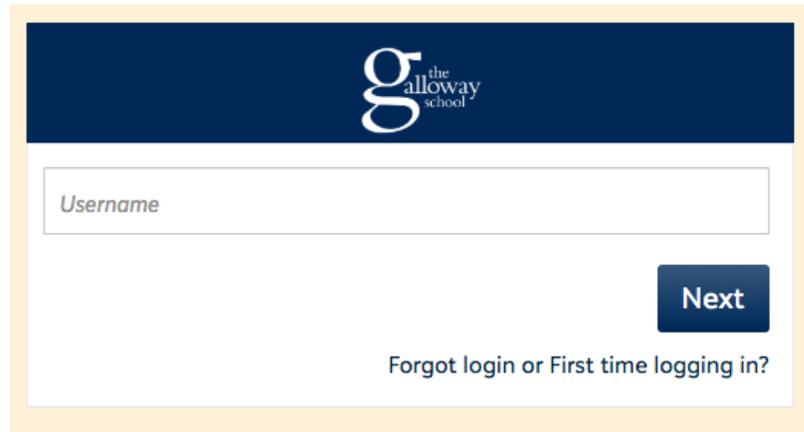


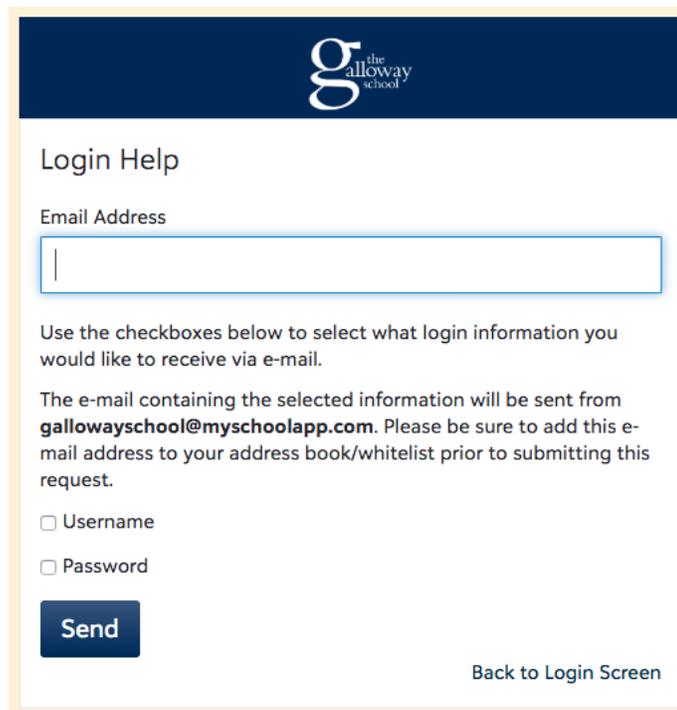
Blackbaud - Parent First Time Login

- 1) Go to: <https://gallowayschool.myschoolapp.com> and select “Forgot login or First time logging in?”



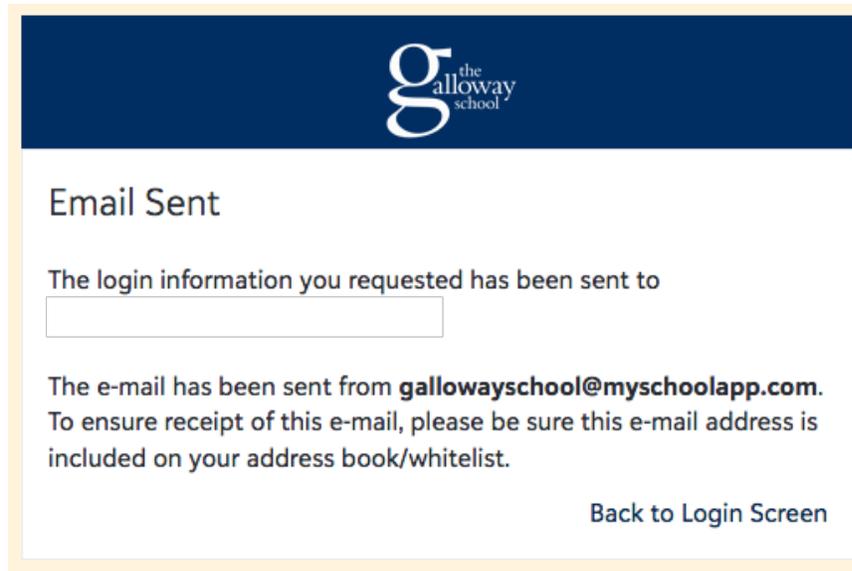
The screenshot shows the top of the Blackbaud login page. At the top center is the logo for 'g the alloway school'. Below the logo is a white input field with the placeholder text 'Username'. To the right of the input field is a dark blue button labeled 'Next'. Below the 'Next' button is a link that reads 'Forgot login or First time logging in?'.

- 2) Type in the email address Galloway has on file for you (which is likely the email address that you are using right now) and click to receive your Username or Password or both. They will come in separate emails if you select to have both sent.

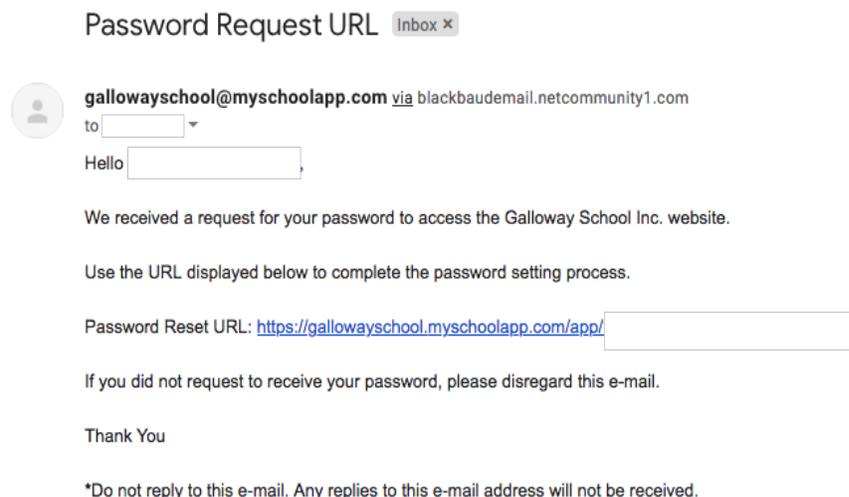


The screenshot shows the 'Login Help' page. At the top center is the logo for 'g the alloway school'. Below the logo is the heading 'Login Help'. Underneath is the label 'Email Address' followed by a white input field. Below the input field is a paragraph of text: 'Use the checkboxes below to select what login information you would like to receive via e-mail. The e-mail containing the selected information will be sent from **gallowayschool@myschoolapp.com**. Please be sure to add this e-mail address to your address book/whitelist prior to submitting this request.' Below this text are two checkboxes: 'Username' and 'Password'. At the bottom left is a dark blue button labeled 'Send'. At the bottom right is a link that reads 'Back to Login Screen'.

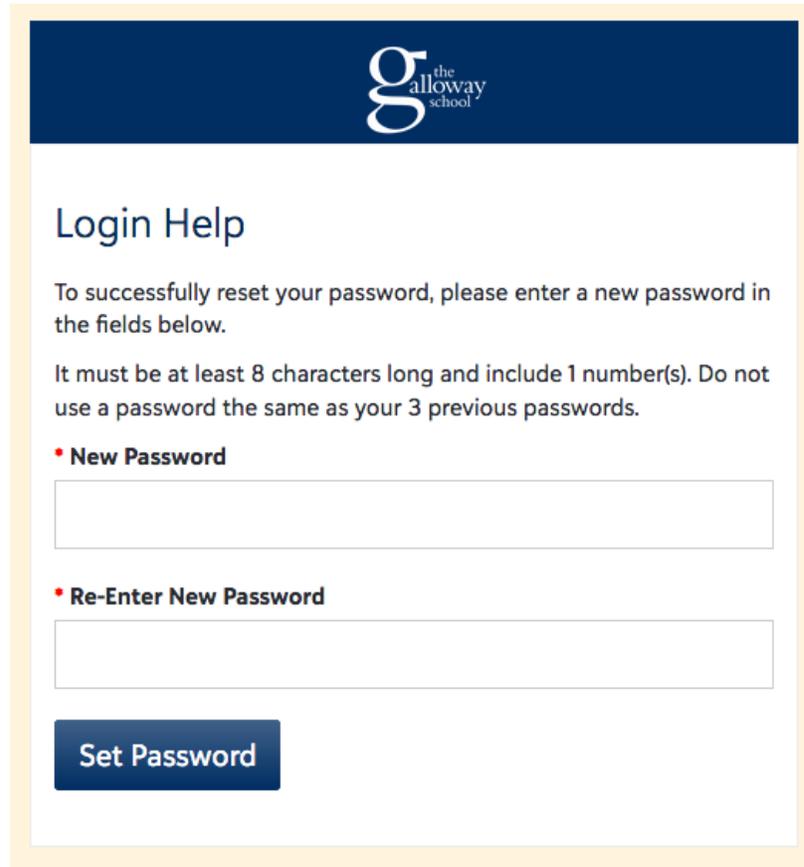
You will see a confirmation screen that an email has been sent. The email containing the selected information will be sent from gallowayschool@myschoolapp.com. Please be sure to add this email address to your address book/whitelist **prior** to submitting this request.



3. Log into your email. You should have 2 emails from gallowayschool@myschoolapp.com: one with the subject line **Username Request** and one with the subject line **Password Request URL**.
4. The username should be in the first email, and a link to set your password will be in the second email. Click the link in the password email to set or reset your password.



5. After clicking the link, you will see the screen to allow you to set your password. Please keep in mind it must be **at least 8 characters long and include 1 number(s)**. If you are resetting, you cannot use a password the same as your **3 previous passwords**.



The screenshot shows a web form titled "Login Help" for The Alloway School. The form is set against a white background with a dark blue header containing the school's logo. The text instructs the user to enter a new password in two fields: "New Password" and "Re-Enter New Password". A blue "Set Password" button is located at the bottom of the form. The instructions specify that the password must be at least 8 characters long and include at least one number, and it cannot be the same as the three previous passwords.

g the alloway school

Login Help

To successfully reset your password, please enter a new password in the fields below.

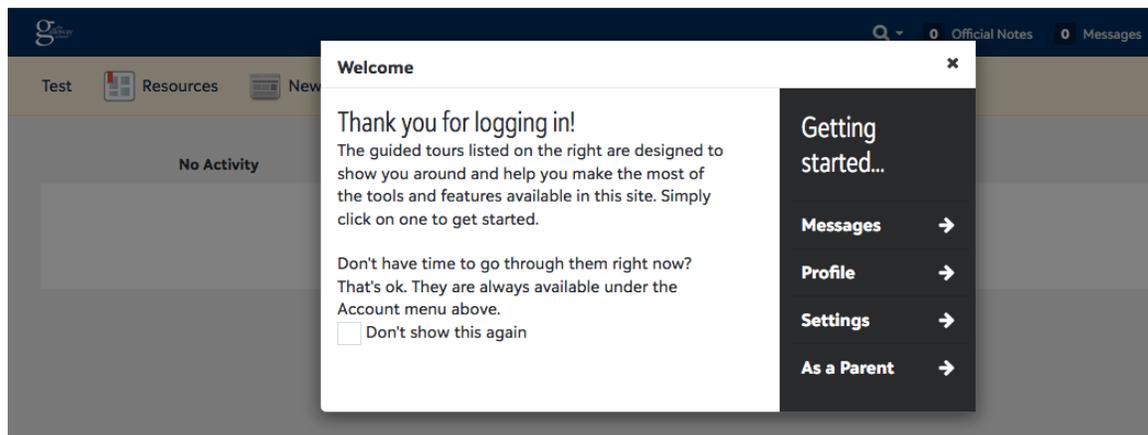
It must be at least 8 characters long and include 1 number(s). Do not use a password the same as your 3 previous passwords.

• **New Password**

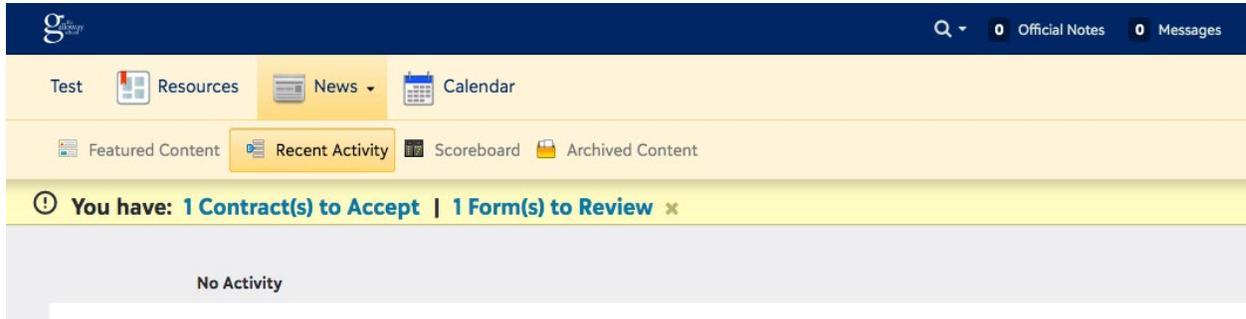
• **Re-Enter New Password**

Set Password

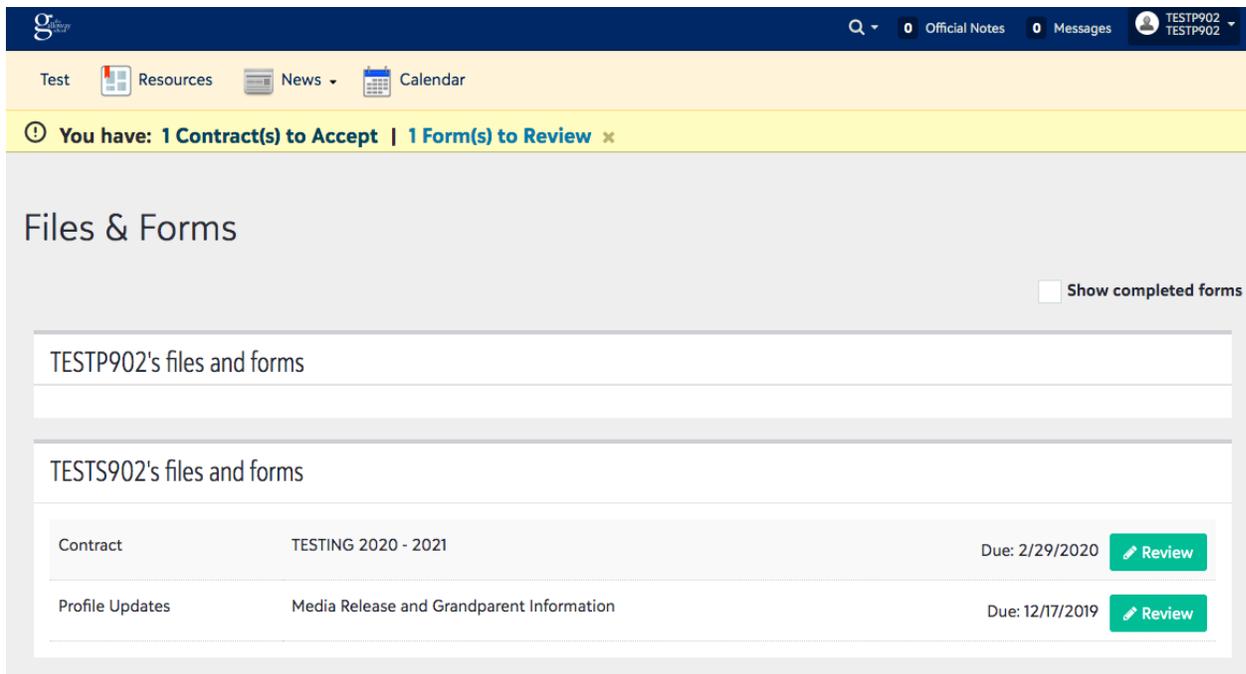
6. When logging in for the first time, you will see the following welcome message:



7. In yellow across the top of the page, you should see that you have a **Contract to Accept** and a **Form to Review**.



8. Click the “Contract(s) to Accept” link and then click the Review button for the Contract to sign the contract.



Once you have filled out your contract and any necessary forms, you will no longer see any items in your Files & Forms page unless you check the “show completed forms” checkbox on the right-hand side.

