

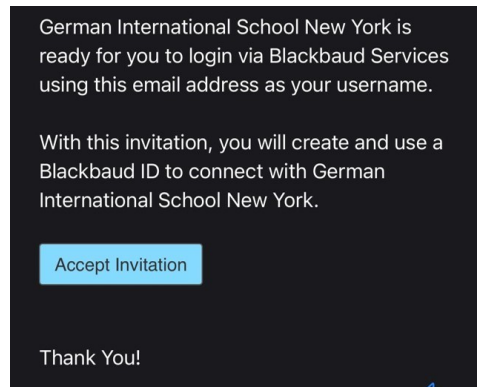
# Converting your GISNY myschoolapp login to Blackbaud ID

For assistance, please contact Marion Rumpf-Steppat ([mrumpf-steppat@gisny.org](mailto:mrumpf-steppat@gisny.org)).

## STEP 1: Accept the Connect invitation

You will receive an email invitation with the subject “**Connect to German International School New York**”.

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 [mrumpf-steppat@gisny.org](mailto:mrumpf-steppat@gisny.org).

**Option 1:** Complete the form by entering a password and your **first** and **last names**. 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](#).

**Option 2:** If you wish to use an account managed by Google 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 your credentials managed in Google and Step 3 to confirm your Blackbaud ID account is not required. **Skip to Step 4.**

### Sign up

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](#).

or



Already have an account? [Sign in](#)

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### 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 you miss this time frame, just go back to the original “Connect to”- email to restart the process.

Hi {Name},

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

**Confirm**

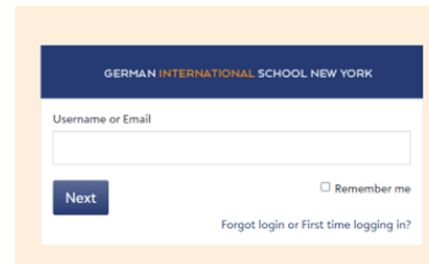
[Need help?](#)

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### STEP 4: Sign in with your Blackbaud ID

You can now sign in with your new Blackbaud ID to the Parent Portal. As before, you will be forwarded two times to a new login page.

**If you have chosen to use your Google account, please wait 24 hours before the first login. Then just enter the email used with Google in both Parent Portal & Blackbaud gisny.myschoolapp.**



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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](#).



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.

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If your Blackbaud ID session is not active, sign in with your email address and the password you created for 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.

Email address

[your email address]

Password

[Forgot password?](#)

Remember my email

**Sign in**

or



Sign in with Google


## Tips:

- To ensure you receive emails, add **gisny@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 to request a password reset email.
- If you select the Sign in with Google button, you will manage your password through your Google account. A gmail.com email is not required to create a Google account.
- To request a new invitation email (Step 1) contact [Marion Rumpf-Steppat](mailto:mrumpf-steppat@gisny.org) (mrumpf-steppat@gisny.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.

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Sign up

Email address

 The user already exists.

- 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.

- If you have children at multiple schools using Blackbaud ID, you can use the same Blackbaud ID account at multiple schools. You do not need to create a separate Blackbaud ID account for each school.
- Accepting the Connect Invitation is not required to convert the account used for the Parent Portal and your GISNY myschoolapp login to BBID. The accept link in the email only guides the user to the Sign Up page. You can always set up your new Blackbaud ID by going to the [login page](#) for the Parent Portal, there click on **BLACKBAUD** <https://gisny.myschoolapp.com/app/#login> to start the process.