

Converting your MySFWS login to Blackbaud ID (with invitation)

For assistance, please contact MySFWS@sfwaldorf.org

STEP 1: Accept the Connect invitation

You will receive an email invitation with the subject "Connect to San Francisco Waldorf School". Click on the Accept Invitation button to open the Sign up page.

Connect to San Francisco Waldorf School

Hello {Your Name},

San Francisco Waldorf School is ready for you to login via Blackbaud Services using this email address as your username.

With this invitation, you will create and use a Blackbaud ID to connect with San Francisco Waldorf School.

[Accept Invitation](#)

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 MySFWS@sfwaldorf.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 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.

The screenshot shows the 'Sign up' page for Blackbaud ID. At the top, the text 'Sign up' is displayed in a large, light blue font. Below this, there are several input fields: 'Email address' with a placeholder '[your email address]', 'Password' with a note that it must contain at least 12 characters and 3 of the following: Capital letter, Lowercase letter, Number, and Special character. Below the password field is a 'Confirm password' field. Further down are fields for 'First name' and 'Last name'. At the bottom of the form, there is a blue 'Sign up' button, followed by an 'or' separator, and a 'Sign up with Google' button featuring the Google logo. Below the Google button, there is a link that says '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.

Hi {Name},

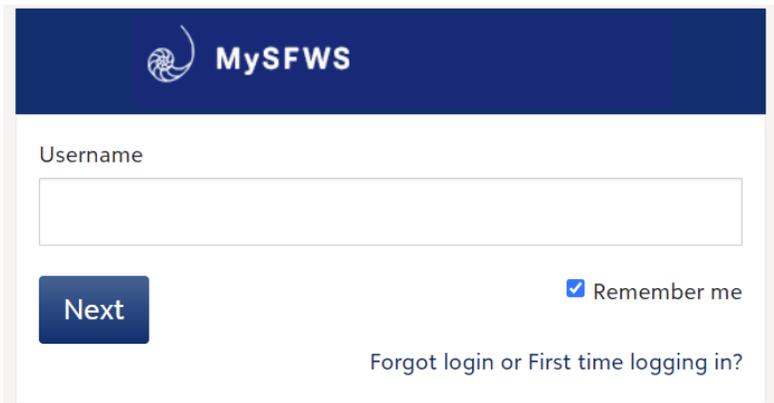
To finish setting up your account, please confirm your email address within 24 hours.

[Confirm](#)

[Need help?](#)

STEP 4: Sign in with your Blackbaud ID

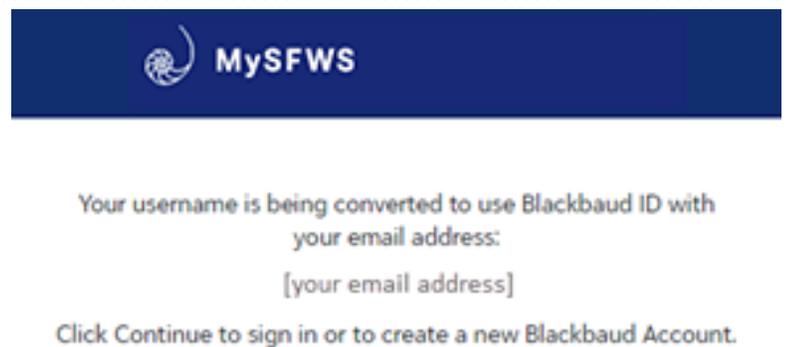
On the [myschoolapp] sign in page, enter your email address.



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 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 sfwaldorf@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 MySFWS@sfwaldorf.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.
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Sign up

Email address

 The user already exists.

- 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.
- [Blackbaud ID offers optional multi-factor authentication. If you wish to provide additional information for users on multi-factor authentication, see [Multi-factor Authentication](#). Users should be encouraged to save their 24-digit recovery code in a secure location.]
- [If users selecting Sign in with Google want to enable multi-factor authentication, Google's multi-factor authentication is recommended as it covers all logins to a user's Google accounts.]
- [Accepting the Connect Invitation is not required to convert a user's myschoolapp login to BBID. The accept link in the email only guides the user to the Sign Up page. Without the invitation, after a user is set up to sign in with BBID, they can enter their email address on the myschoolapp sign in page and create their BBID account on the fly during the sign in process.]