

Blackbaud Registration and Tuition Payment Contract Instructions

Necessary for Freshman Registration Night

1. Visit www.stdominichs.org/parents
2. Select the link “MySchoolApp Login” – located under the Links tab or Financials.
3. Log in to your MySchoolApp account, be sure the left-hand menu is set to “Parent”.
4. A yellow banner across the top of the main page shows there is a contract(s) to accept.
5. Select “Contract(s) to Accept”. This takes you to the "24-25 Student Registration Fee."
6. Choose “Yes” if you have used Blackbaud Tuition Management previously to make payments to St. Dominic High School.
7. Choose “No” if you did not pay through Blackbaud Tuition Management last school year (23-24). This allows an account to automatically be made through Blackbaud Tuition Management as you accept the student’s contract.
8. **You MUST pay the \$300 Registration Fee online.** Please do so before Freshman Registration Night, on February 13, 2024. *This is not a commitment that you must pay your tuition through Blackbaud Tuition Management this year.*
9. Review your child’s contract. (For multiple children enrolled, each contract must be reviewed and accepted separately.) Any discounts, scholarships and/or financial aid will be applied to your tuition account once it has been accepted in the Blackbaud System.
10. Select Review, and Accept once you have reviewed and selected your tuition plan options.
11. Proceed to the Deposit tab to complete the registration process and pay the one-time \$300 fee.

Helpful Video for Reference:

<https://www.youtube.com/watch?v=lqZbxaAZEgg%3Dhd720&rel=0&autohide=1>