

MyBancroft Login, Contract and Blackbaud Tuition Management Instructions

## Login to MyBancroft

- Go to <u>https://bancroftschool.myschoolapp.com</u> We highly recommend bookmarking this website address for your convenience.
- 2. Click "First time logging in?" in the bottom right-hand corner.
- 3. When prompted, enter your email address that is associated with your student's contract. The account username has been set to this email address.
- 4. Check off the Password box to request a password to be sent to your email address.

The email containing the requested information will be sent in separate emails from:

<u>bancroftschool@myschoolapp.com</u>. Please be sure to add this email address to prevent communications from MyBancroft from being filtered to your SPAM.

- a. One email will contain your username. *Save this in a safe place.*
- b. The second email will provide a link to create/reset your password. *Save this in a safe place.*

Return to <u>https://bancroftschool.myschoolapp.com</u> and use your new credentials to log in!

## **Complete your Bancroft Contract**

- 1. Navigate to <u>https://bancroftschool.myschoolapp.com</u> (or use the bookmark you created earlier) and login.
- At the top, click on the yellow banner "You have: 1 Contract to Review"
- 3. On the next page scroll to the bottom, verify the contract is for the right student and click "Next". Fill out the required fields as necessary.



🖷 Recent Activity 🔢 Scoreboard ⊟

📰 Featured Content

① You have: 1 Contract to Review

**No Activity** 

## Your Blackbaud Tuition Management account

1. Click on the "Resources" tab at the top of MyBancroft



2. On the next screen, click on the "Blackbaud Tuition Management" post. This is where you will be able to access and manage your tuition payments

	Blackbaud Tuition Management"
	Tuition Management
Apply Begin Application	Parent Billing Account For the 2022-23 school year, Bancroft School will be issuing enrollment contracts through our Enrollment Management platform. Click to be automatically re- directed you to your Tuition Management account.

3. If you are a returning family, enter in your Blackbaud Tuition Management username and password if prompted. If you are a new family to Bancroft, click "I am a first-time user" and fill out the required fields.

Ple	ease sign in to access your account.
Userna	ame:
Passw	ord:
Forgot	your username or password?
	ACCESS YOUR ACCOUNT
One-tim Tuition account	ACCESS YOUR ACCOUNT e update: Please login in with your Smart username and password to help us link your is.
One-tim Tuition account	ACCESS YOUR ACCOUNT e update: Please login in with your Smart username and password to help us link your is.
One-tim Tuition ( account	ACCESS YOUR ACCOUNT e update: Please login in with your Smart username and password to help us link your is. I am a first-time user
One-tim Tuition t account Trouble Freque	ACCESS YOUR ACCOUNT e update: Please login in with your Smart username and password to help us link your is. I am a first-time user a logging in? Intly Asked Questions