

How to Set Up Your Blackbaud ID (BBID)

You will need to create this account to access your contract for the 2026/2027 school year.



STEP 1

Accept the Connect invitation

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

To ensure you receive emails, add servitehs@myschoolapp.com and noreply@blackbaud.com to your safe senders list in your email account.

Connect to Servite High School

1 message

Servite High School <servitehs@myschoolapp.com>

Reply-To: servitehs@schoolnotifications.org

To: "stephn08@gmail.com" <stephn08@gmail.com>

Hello

Servite High 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 Servite High School.

[Accept Invitation](#)

Thank You!

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 the Business Office.

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.**

Sign up

Email address

stephn08@gmail.com

Password

Must contain at least 12 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](#).

Sign up

or



Sign up with Google

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.

Let's confirm your identity

We've sent you an email to confirm you own the address. Don't wait too long, since this email will expire in 24 hours.

stephn08@gmail.com

You should receive the confirmation email within 5 minutes. If not, make sure the email address above is correct and check your junk folder.

[Resend email](#)

[Back to sign-in](#)

[Need help?](#)

blackbaud®

Hi Stephanie,

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 servitehs.myschoolapp.com 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.



SERVITE HIGH SCHOOL

Username or Email

Next

☐ Remember me

[Forgot login or First time logging in?](#)



SERVITE HIGH SCHOOL

Your username is being converted to use Blackbaud ID with
your email address:

stephn08@gmail.com

Click Continue to sign in or to create a new Blackbaud Account.

Continue

Next

Once your contract is ready to sign, you will receive an email. Once received, go to servitehs.myschoolapp.com and sign in.

Hello,

Recently you received an email invitation to log in with your new BBID to our new contract and billing system, Blackbaud Tuition Management. You should have clicked the "accept invitation" button and finished the login process. Your [contract_name] for [student_name] is due soon. Please login to view.

Please complete the contract no later than May 15, 2026.

If you did not receive the invitation with your Blackbaud ID, please contact the Business Office so that another invitation can be sent.

Sincerely,

Completing Your Contract

CONTRACT - STEP 1

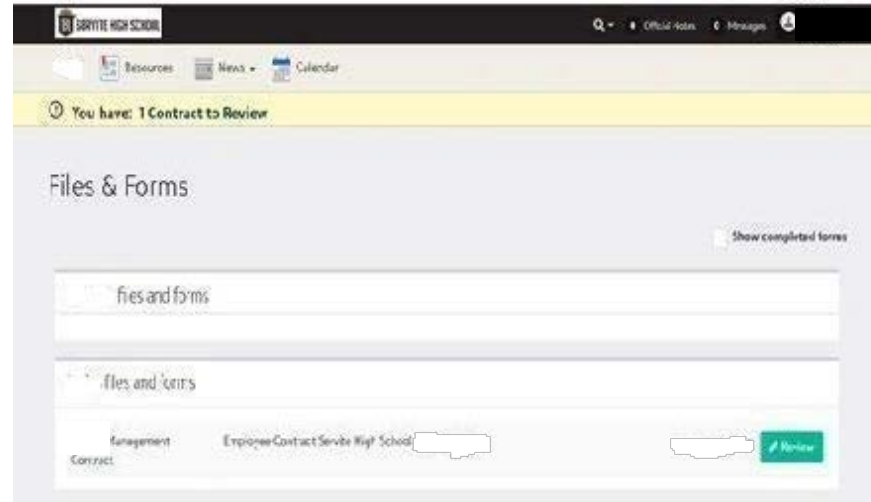
Once signed in, you will see your student(s) name and contract(s) to review. Please click on the banner "Contract(s) to Review"

The screenshot shows the Servite High School parent portal interface. At the top, there is a navigation bar with the school logo, a search icon, and links for 'Official Notes' and 'Messages'. Below this is a menu with 'Children' (2 Children), 'Resources', 'News', and 'Calendar'. A yellow banner with an exclamation mark icon states 'You have: **Contract to Review**'. The main section is titled 'Files & Forms' and includes a checkbox for 'Show completed forms'. There are three rows of placeholder text, each starting with a redacted name followed by 'files and forms'. At the bottom, a table lists the contract details: 'Tuition Management Contract' for 'Servite High School-Non Catholic Contract', with a due date of '4/15/2026' and a 'Continue' button.

Contract Type	Contract Name	Due Date	Action
Tuition Management Contract	Servite High School-Non Catholic Contract	Due: 4/15/2026	Continue

CONTRACT - STEP 2

Click on the green “Review” button.



CONTRACT - STEP 4

On this page verify this is your student and click "NEXT".

Servite High School-Non Catholic Contract

[Student](#)[Fee Schedule](#)[Payment Plans](#)[Policy](#)[Review](#)[Deposit](#)[Confirmation](#)

Entering Year: **2026 - 2027** Grade: **11th grade** Date of birth:

[Next](#)

CONTRACT - STEP 5

Under the Optional Fees Section you must choose either Facility and Tech/EBook **-May 20** (as indicated) or the Facility and Tech/Ebook-Payment Plan. The payment plan option will roll the fees into your monthly payment with an added \$50 finance fee.

Expenses	
Domestic Tuition	\$21,710.00
Optional Fees	
☐ Facility Fee-on or before May 20, \$550.00	\$0.00
☒ Facility Fee-Payment Plan, \$600.00	\$600.00
☐ Tech/E-Book Fee-on or before May 20, \$925.00	\$0.00
☒ Tech/E-Book Fee-Payment Plan, \$975.00	\$975.00
Total Expenses	\$23,285.00

CONTRACT - STEP 6

- Choose your Payment Plan
- Choose your Payment Method
- Choose your Payment Due Date
- Complete payment method, i.e checking account or credit card information. This payment method will be saved for all future payments.

You will be able to change your financial information after you receive your first invoice.

Select a Payment Plan & Method

Payment Plan Options *

- ☐ May - Annual
- ☐ Semi - Annual (July & Jan)
- ☐ 10 Month
- ☐ 11 Month
- ☐ 12 Month

Withdrawal dates: 5th or 20th

CONTRACT - STEP 7

Review school policies and initial each section.

Sign form and go “To Review”.

Please note that **ONLY** one parent needs to initial and sign this contract.

Families who do not meet the above eligibility may lose or have their aid reduced during that school year. Additionally, families will not be issued any full ride scholarship if they have completed all the requirements.

Initials *

RT

I understand that by typing my name below, and submitting this form, I am legally bound to the terms and conditions of this contract.

This should be signed by the parent who is financially responsible for the student's fees and tuition.

Signature

Date

4/13/2026

4/1/2026

Previous To Review

CONTRACT

After completing all steps of the contract, you will receive a confirmation email.

You will receive an invoice email 20 days before your first due date, i.e. if you chose to pay your fees by **May 20, 2026** you will receive your first invoice on or about April 26.

- If you selected the 5th as your payment date, your fees payment will be process on **May 5, 2026**.
- If you selected the 20th as your payment date, your payment will be processed on **May 20, 2026** and you will not receive a late fee.

You may access your Tuition Management account by clicking on the “Blackbaud Tuition Management” box.

