Steps to create Blackbaud account

ALL application-related steps will be managed within the Blackbaud system.
To proceed with the application process, **all applicants must create a Blackbaud account.**

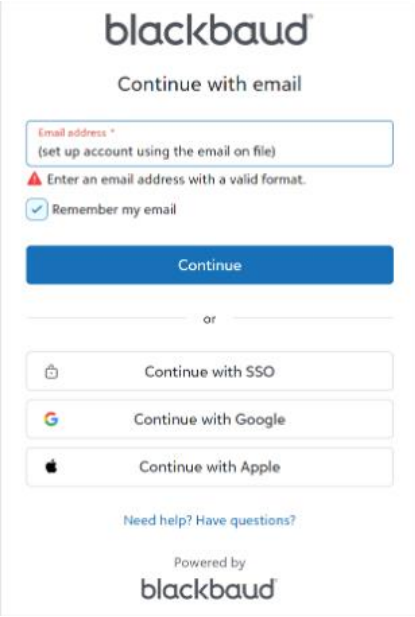
Step 1 - Submit Inquiry Form on Stafford STEM Admissions site.
Https://stem.staffordmsd.org/admissions
(Please allow 1-2 business days for processing)

Step 2 - After 1-2 business days, access and review the email from Stafford Municipal School District - from: *staffordmsd@myschoolapp.com*

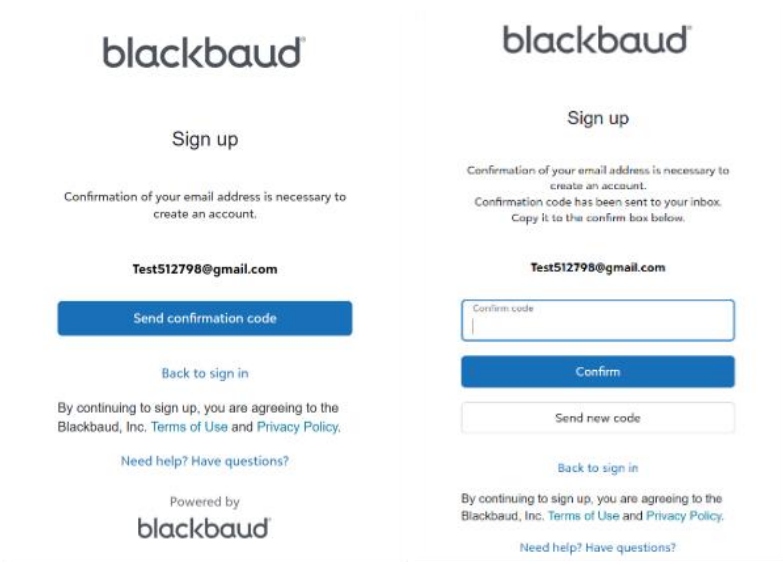
> ***SMSD Note:*** *An account will be created with the email address provided on the inquiry form. Please check your email's spam folder.*

****IF YOU HAVE NOT RECEIVED THE MENTIONED EMAIL TO SET UP YOUR BLACKBAUD ACCOUNT, PLEASE CONTACT US ASAP AT stemmagnet@StaffordMSD.org****

Step 3 – Select the link provided in the email to finish setting up the account. Enter the email on file (the email used to complete the inquiry), then select continue.

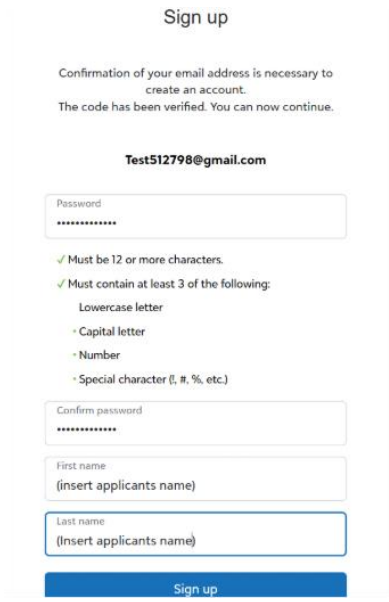


Step 4 - Confirmation of the email is needed to create an account. Blackbaud will send the 6-digit confirmation. Enter the 6-digit confirmation code when prompted.

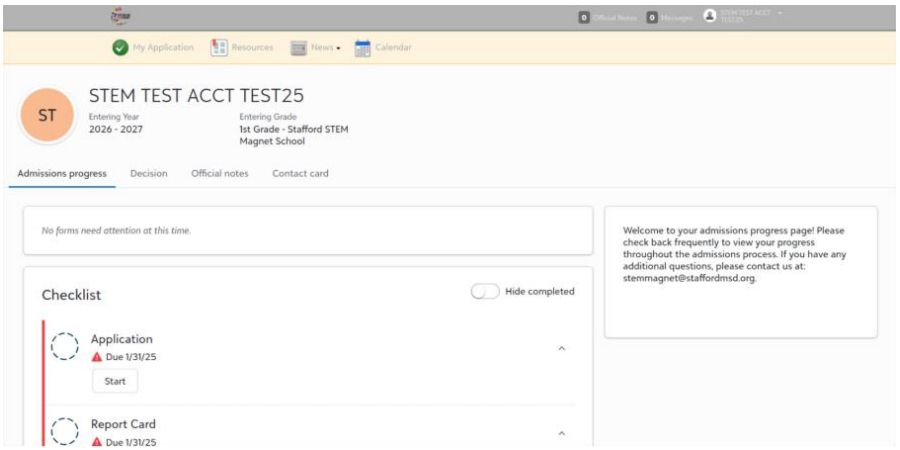


Step 5 - Proceed to create an account password. Select sign up to continue.

SMSD Note: *store your password in a secure place, do not share with anyone.*



Step 6 - You will be redirected to the Admissions Progress Page - Homepage, where you will manage the entire application process. Proceed to starting and completing the application.



Step 7 - Be sure to log in frequently to view / manage applicant's progress throughout application process.

If you have any questions, please contact us at STEMmagnet@staffordmsd.org