



Application Steps and Tips

Step One

Create a Blackbaud Account (Click “Create Account”)

- If you already have a Guardian Blackbaud account through St. Dominic, please use your current login credentials.

Step Two

Once you have entered in your email address for your Blackbaud account, you will receive an email from Blackbaud to verify your email address.

- **Please note:** it could take up to **5 minutes** to receive this verification email.

Step Three

Copy and paste the link in the verification email into another tab on your browser. From here you will need to re-enter your email address.

Step Four

Blackbaud will then send another email with a confirmation code. From there you will enter this code and create a password for your Guardian Blackbaud account.

Step Five

Once you have successfully logged in, click “Fill Out” under “Admissions Progress”.

Step Six

Fill out the St. Dominic application.

Step Seven

Fill out Records Release form & send completed form to Mrs. Bobbie Peters at bpeters@stdominichs.org

Step Eight

If the applicant is coming from a Catholic grade school, also complete the Archdiocese of Saint Louis [Online Transcript Request Form](#).



ST. DOMINIC
HIGH SCHOOL