Logging into Clarksville Academy's Blackbaud Education Management system

For further assistance, please email cmiller@clarksvilleacademy.com.

STEP 1: Accept the Connect invitation

You should have received an email invitation with the subject "*Connect to Clarksville Academy*". Click on the "**Accept Invitation**" button to open the Sign up page.

STEP 2: Create your Blackbaud ID account

On the Sign Up page, **do not edit or change your email address listed here.** (*If you prefer to use a different email, please discontinue this process and email cmiller@clarksvilleacademy.com. We will need to re-invite you to this process under the new email address.*)

Choose to Use a Google account for authentication *(a @gmail.com email is not re- quired)*, 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

[your email address]

Password

Must contain at least 8 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

G   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**.

(If email expires, see Tips page for info)
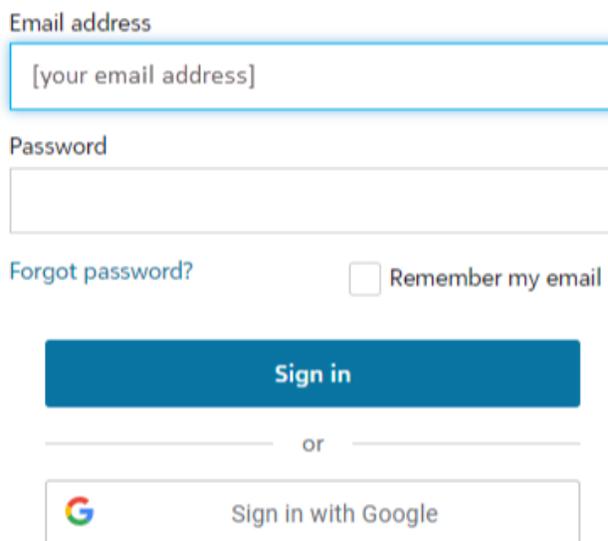
STEP 4: Sign in with your Blackbaud ID

On the [**https://clarksvilleacademy.myschoolapp.com**] sign in page, enter your email address used in this process.

STEP 5: The first time you sign in with Blackbaud ID, you may receive a message that your account is being "converted".

Click "**Continue**" button here.

If your Blackbaud ID session *is still active* from Step 3, you'll automatically be signed in after clicking Continue button.

STEP 6: Select the "Sign in with Google" button to authenticate with your Google account.

Email address

[your email address]

Password

Forgot password?   Remember my email

Sign in

or

G   Sign in with Google

STEP 7: Once you sign in, you should see a CA logo on the left and your name on the far-right side. If you can see this page, you should be set.