



## **Setting up your STVM Email & Blackbaud Account**

# Setting Up Your STVM Email

- Go to gmail.com
- In the “Email or Phone” rectangle, type your STVM email
  - Your email is your first initial + your last name @students.stvm.com
  - For example: Mary Vincent is [mvincent@students.stvm.com](mailto:mvincent@students.stvm.com)
- Click “Next”
- In the “Enter Your Password” rectangle, enter **Irish1515!**
- Click “Accept”
- Enter a new password that you will remember and not share with anyone in the “Create Password” and “Confirm Password” rectangles
- Click “Change Password”
- Use this email to communicate with teachers, receive the latest school information, etc. \*\*\*\*CHECK THIS DAILY!!\*\*\*\*



# Logging Into Blackbaud

- Step 1
  - Go to: <https://stvm.myschoolapp.com>
  - Your username is your stvm email: first initial, last name (ex. [mvincent@students.stvm.com](mailto:mvincent@students.stvm.com))
  - Click on “Forgot login or First time logging in?”
  - Enter your STVM email address
  - Only select the box next to Password (your Username is your school email address)
  - Click Send

# Logging Into Blackbaud

- Step 2
  - Check your STVM email for a notification containing your login credentials
- Step 3
  - Go back to: <https://stvm.myschoolapp.com>
  - Enter your username and click “Next”
  - Enter the temporary password sent to you and click “Login”
  - You will be prompted to create a new password that only you will know and DO NOT share this password with anyone else

# Accessing Your Schedule in Blackbaud

1. Login to Blackbaud by visiting <https://stvm.myschoolapp.com>
2. At the bottom of the page you'll see your courses
3. Under "Courses" click on "1st Semester" to see your first semester courses
4. Unclick "1st Semester" and click on "2nd Semester" to see your second semester courses
5. The number after the course title is your section number.
6. The letter after the course title is the period you have that course (A, B, C, D). The letter coincides with the period of the day. A = 1, B = 2, etc.
7. The Room # is the first number under the course title.

# Notes

1. You can email your teachers and message them directly in Blackbaud. Their emails are under their pictures in Blackbaud. *You will learn how to do this in mentor group.*
2. Use Blackbaud to keep on track of your assignment due dates and grades
3. If you arrive to school after 8:00 am, you must check-in at the main office to receive a tardy slip

# Accessing Your Locker # in Blackbaud

1. In the top right corner, click on the down arrow next to your name
2. Select “Profile”
3. On the left under “General Information” find your locker #

\*Once you find it, write your locker # on the handout. You may also want to type it in the Notes in your phone.