



Parent Reference Guide to Blackbaud Student Information System



Logging In the First Time:

STEP 1

- Go to: <https://stvm.myschoolapp.com>
- Click on “**Forgot login or First time logging in?**”
- Enter your email address.
**Please note, this email address is the most recent one you’ve provided to us and it may be listed as the same for both parents. If you and your spouse would like separate accounts and do not already, please email your request to blackbaudhelp@stvm.com*
- Select the box next to “**Password.**”
- Click Send.

STEP 2

- Check your 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 password sent to you and click “**Login.**”

Contact Card:

- Please open your son/daughter's “**Contact Card**” and verify that all information (contact, personal, etc.) is correct. Make any necessary corrections and additions.
- **Fill out the “Emergency Contacts” section before the first day of school.**

Notifications:

- Notification Settings (this feature alerts you to let you know that you have a message in Blackbaud). STVM will use Blackbaud to communicate school-wide announcements (snow days, emergencies, etc.).
- Go to the top right corner and click on your name.
- Select “**Settings**” from the drop down.
- Click on “**Notifications**” under “Account Settings” on the left.
- Under “**Notification Settings,**” update the email you would like to receive email notifications alerting you that there is a message in Blackbaud.

- Under “**Notification Settings**,” add the phone number you would like to receive text notifications alerting you that there is a message in Blackbaud. Click the “+” sign and enter the phone number and provider. It will text you a code you need to then enter into the pop up box.
- Under “**Type**” and “**Setup**,” click the “**email**” and “**text**” boxes next to “**messages**” as well as any other updates you’d like to receive notifications for.

Privacy:

- Click on “**Privacy**” under “**Account Settings**” on the left.
- Select or unselect any information you do not want different groups to see.