

## Logging Into Blackbaud for the First Time

- Step 1
  - Go to: <https://stvm.myschoolapp.com>
  - Your username is your stvm email: first initial, last name (example: [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 will be your school email address)
  - Click Send
  
- 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 course schedule:

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. **Please note** - *2nd semester courses have not been finalized!!! You will work with Mrs. Widders and your school counselor prior to the start of 2nd semester to make any necessary adjustments. Focus only on the 1st semester for the start of school.*
6. The number after the course title is your section number.
7. The letter after the course title is the period you have that course. Green Days are A, C, E, G and Gold Days are B, D, F, H.
8. The Room # is the first number under the course title.

\*If you have any questions or concerns about your schedule, please email your counselor before the first day of school or come to school for Schedule Changes on August 10 and 11.

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