

# Creating your MyCheshire login with Blackbaud ID (with invitation)

For assistance, please contact [support@cheshireacademy.org](mailto:support@cheshireacademy.org)

## STEP 1: Accept the Connect invitation

You will receive an email invitation with the subject “**Connect to Cheshire Academy**”. Click on the **Accept Invitation** button to open the Sign up page.

Connect to Cheshire Academy Inbox x

**Cheshire Academy** cheshireacademy@myschoolapp.com via blackbaudemail.netcommunity1.com to me ▾

Hello [redacted]

Cheshire Academy is ready for you to login via Blackbaud Services using this email address as your username.

With this invitation, you will create and use a Blackbaud ID to connect with Cheshire Academy.

[Accept Invitation](#)

## STEP 2: Create your Blackbaud ID account

On the Sign Up page, **do not edit or change your email address**. If you prefer to use a different email, please contact:

[support@cheshireacademy.org](mailto:support@cheshireacademy.org)

Complete the form by entering a password and your first and last names. Your password should be a unique password that you do not use for other accounts/websites. Once you've entered the required information, select **Sign up**.

## 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



[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 within 24 hours to confirm your account creation.



Hi

To finish setting up your account, please confirm your email address within 24 hours.

**Confirm**

[Need help?](#)

### STEP 4: Sign in with your Blackbaud ID

On the MyCheshire sign in page, enter your email address.

The first time you sign in with Blackbaud ID, you will receive a message that your account is being converted.

Click **Continue**.

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



If your Blackbaud ID session is not active, sign in with your email address and the password you created in Step 2.

Email address

[your email address]

Password

[Forgot password?](#)

Remember my email

**Sign in**

or



Sign in with Google


## Tips:

- To ensure that you receive emails, add [cheshireacademy@myschoolapp.com](mailto:cheshireacademy@myschoolapp.com) and [noreply@blackbaud.com](mailto:noreply@blackbaud.com) to your safe senders list in your email account.
- You'll use the **Forgot username or password?** link on the Blackbaud ID sign in page to request a password reset email.
- To request a new invitation email (Step 1) contact: [support@cheshireacademy.org](mailto:support@cheshireacademy.org).
- To request a new Confirmation email (Step 3), go to <https://signin.blackbaud.com> and enter your email address and password to sign in. When prompted, select the option to resend the confirmation email.
- When signing up, if you receive the message "**The user already exists.**", then a Blackbaud ID has already been created with your email address. Sign in with the existing Blackbaud ID and use the **Forgot password?** link to reset your password if needed.

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## Sign up

Email address

 The user already exists.

- If you have children at multiple schools using Blackbaud ID, you can use the same Blackbaud ID account at multiple schools. You do not need to create a separate Blackbaud ID account for each school.
- Blackbaud ID offers optional multi-factor authentication. If you wish to provide additional information for users on multi-factor authentication, see [Multi-factor Authentication](#). Users should be encouraged to save their 24-digit recovery code in a secure location.