Logging into the Student Portal (Blackbaud) for the First Time

Whether you are logging in for the first time or need to reset your password, you can use the following procedure:

1. To login in to Blackbaud, go to the school website (setonhs.org) and click the red “login” button in the top right corner OR go to setonhs.myschoolapp.com.

2. At the initial screen type in your Blackbaud username.
   a. If you are a student in the Class of 2025, use your Elizabeth Seton email address. For example, if your email address is abseton25@setonhs.org, your Blackbaud username is also abseton25@setonhs.org.
   b. If you are a student in the Classes of 2024, 2023, or 2022, use your Elizabeth Seton username without the email domain. For example, if your email address is abseton24@setonhs.org, your Blackbaud username is abseton24.
   c. If you are a parent, please use the primary email you supplied us (either already on record or through the admissions process) as your username.

3. **Do not enter a password.** Instead click on the "Forgot login or First time logging in?" link at the bottom of the login box (circled below).

   ![Login Screen](image)

   - You will need to type in your email again and check the password box before hitting the “send” button.
   - You will receive an email with a link that will allow you to set a new password.
   - Once you have successfully logged in you will see a "Getting Started" screen that will allow you to take a quick tour of the system.
   - If you are having problems with the login process, please email portalhelp@setonhs.org.