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Getting Started Guide



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Welcome to BlackBaud!

In this guide you will learn how to access the BlackBaud Student Information System (SIS) and Learning Management System (LMS) we use at the Henderson International School. In addition to accessing the system, you will be asked to update profile information as well as emergency contacts and medical information for each child. There are also a few other school forms that are required to complete your online registration.

Information we collect during the online registration period includes the following:

- **Profile Information: Name, Address, Phone and Email for Parents/Guardians and Children**
 - **Emergency Contact(s) Name, Phone and Email**

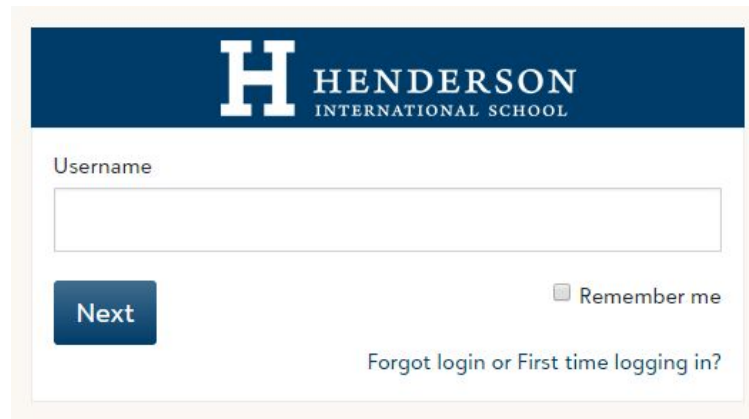
Note: Emergency Contacts must be authorized to pick up your child and reside in Las Vegas/Henderson

- **Immunization Records, Allergy & Medication Information**

Setting up your account

Please follow these step by step instructions to gain access to your BlackBaud account. This process should be completed by each Parent/Guardian.

1. Navigate to the HIS BlackBaud site through a web browser (Ex. Chrome, Safari, Firefox): hendersonschool.myschoolapp.com
2. Click on the **Forgot login or First time logging in?**



The screenshot shows the login interface for Henderson International School. At the top, there is a dark blue header with a large white 'H' logo and the text 'HENDERSON INTERNATIONAL SCHOOL'. Below the header is a white form area. It contains a 'Username' label above a text input field. To the right of the input field is a checkbox labeled 'Remember me'. Below the input field is a dark blue button with the text 'Next'. At the bottom of the form area, there is a link that reads 'Forgot login or First time logging in?'.

DID YOU KNOW?

BlackBaud is accessible through a mobile device as well. You don't need to download an app either! Simply navigate to the school site as you would from your computer.

Setting up your account

3. Enter your email address and check both **Username** and **Password**

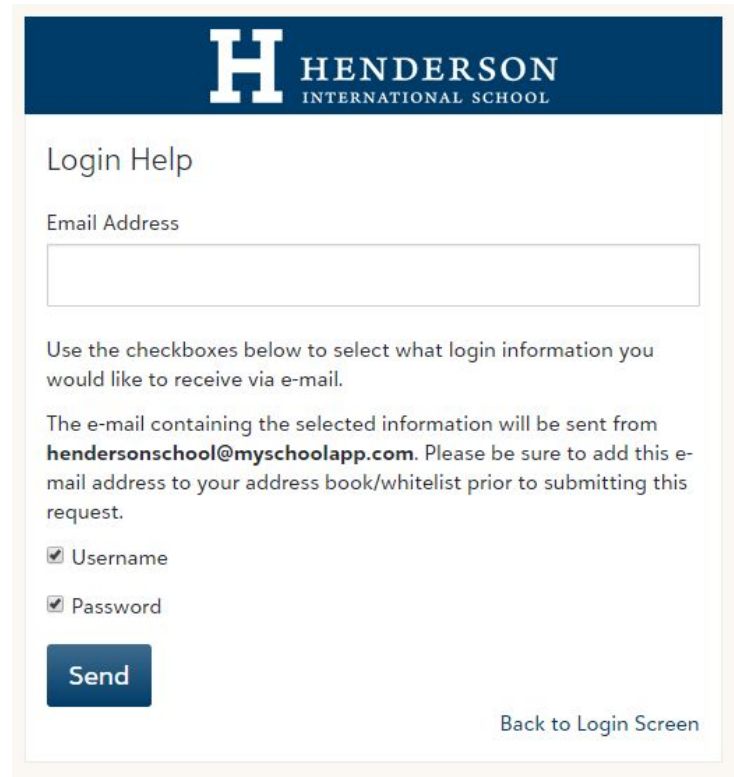
Note: For returning families, this will be the email on file from your previous Skyward account

4. Click Send

5. Check your email inbox for an email from **hendersonschool@myschoolapp.com**

MY INFO IS NOT ON FILE?

Should you learn that your information is not on file already, please contact bbhelp@hendersonschool.com for further assistance.



The screenshot shows a web form for Henderson International School. At the top is a dark blue header with a white 'H' logo and the text 'HENDERSON INTERNATIONAL SCHOOL'. Below the header is a white box with the title 'Login Help'. There is a text input field labeled 'Email Address'. Below the input field is a paragraph of text: 'Use the checkboxes below to select what login information you would like to receive via e-mail.' This is followed by another paragraph: 'The e-mail containing the selected information will be sent from **hendersonschool@myschoolapp.com**. Please be sure to add this e-mail address to your address book/whitelist prior to submitting this request.' There are two checkboxes, both checked: 'Username' and 'Password'. At the bottom left of the form is a dark blue button with the text 'Send'. At the bottom right is a link that says 'Back to Login Screen'.

H HENDERSON
INTERNATIONAL SCHOOL

Login Help

Email Address

Use the checkboxes below to select what login information you would like to receive via e-mail.

The e-mail containing the selected information will be sent from **hendersonschool@myschoolapp.com**. Please be sure to add this e-mail address to your address book/whitelist prior to submitting this request.

Username

Password

Send

[Back to Login Screen](#)

ONLINE REGISTRATION: SCHOOL FORMS

If you have successfully logged in, it is now time to complete online registration.

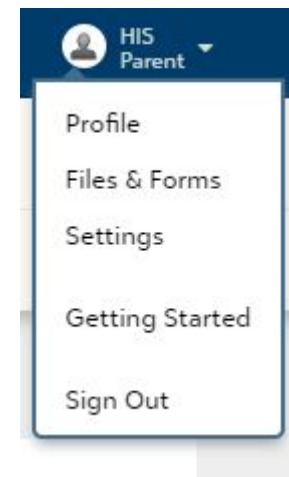
! You have: **1 Form(s) to Review** x

1. Once you have accessed BlackBaud, you will immediately see an alert bar appear stating you have School Forms to review. If you accidentally click on the X button and remove the message, you may access the forms through the profile drop down

Files and Forms

2. Please complete all school forms by **Aug 12th, 2018**

The number of forms for each child may vary depending on grade level. Please note that some forms require physical signatures and must be completed on campus.





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Thank you!

If you should require any additional assistance with accessing the BlackBaud system or the online registration process, don't hesitate to reach out!

The deadline for completing online registration is **Aug 12th, 2018**

If online registration is not fully completed by the 12th of August, your account will be suspended until orientation on August 17th at which you will need to complete the process in person on campus.

Student schedules and teacher/section assignments will be posted in BlackBaud beginning Aug 13th.

BLACKBAUD TECHNICAL ASSISTANCE: bbhelp@hendersonschool.com

ADMISSIONS ASSISTANCE: admissions@hendersonschool.com

CALL US: [1-702-818-2100](tel:1-702-818-2100)