



Davis Waldorf School

Inspired Learning for the Whole Child

Blackbaud Account Set Up

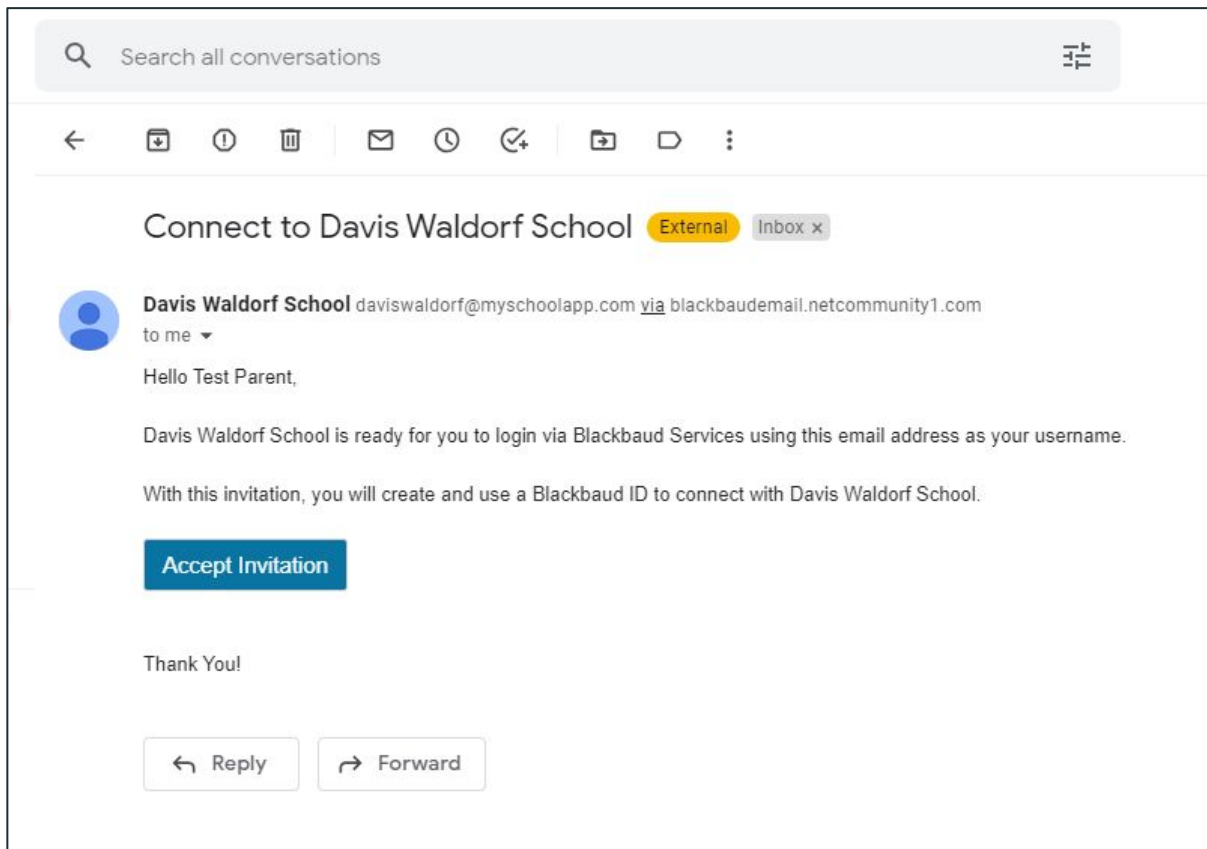
Davis Waldorf School Portal

Step 1.

You will receive an email from **Davis Waldorf School** with the subject line: “Connect to Davis Waldorf School” (see image on right).

Step 2.

Click the blue button that says **Accept Invitation**. You will automatically be taken to the Blackbaud Sign Up page.



Step 3.

Follow the instructions on the Blackbaud Sign up page to create your account.

Sign up

Email address

Password

Must contain at least 12 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

Step 4.

Click **Sign up** once your information has been entered. You will be automatically taken to a confirmation page.

Let's confirm your identity

We've sent you an email to confirm you own the address. Don't wait too long, since this email will expire in 24 hours.

schedule@daviswaldorf.org

You should receive the confirmation email within 5 minutes. If not, make sure the email address above is correct and check your junk folder.

[Resend email](#)

[Back to sign-in](#)

[Need help?](#)

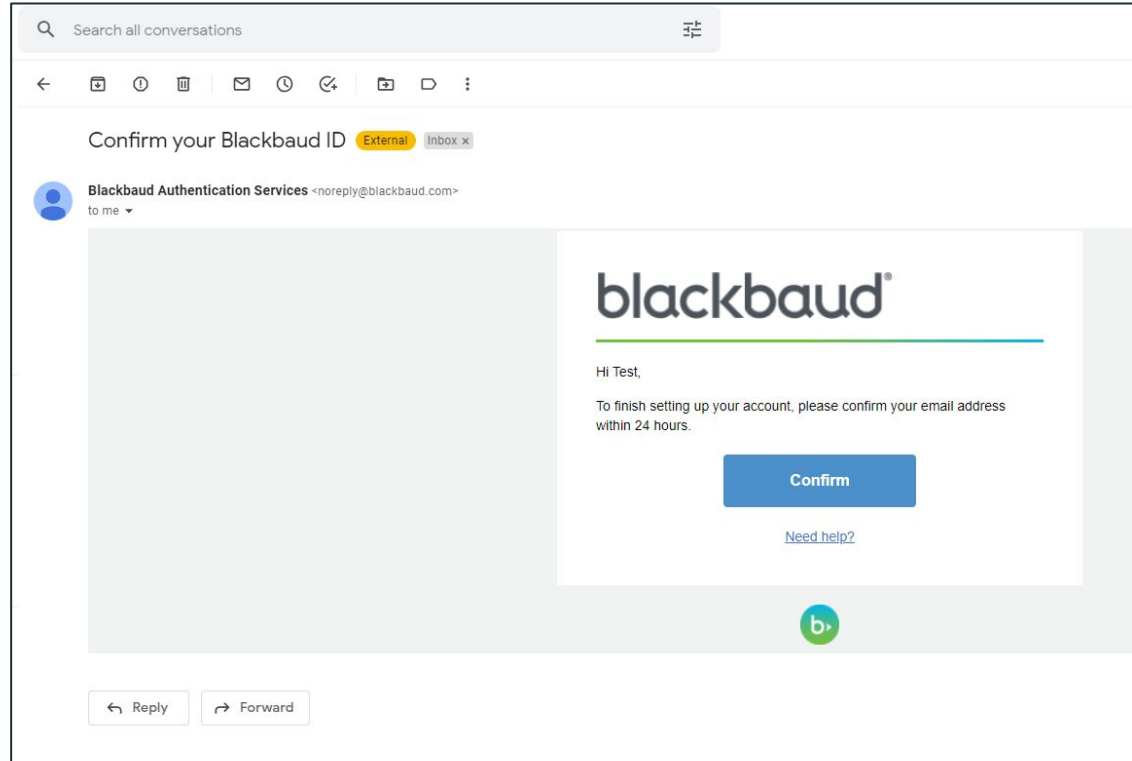
Step 5.

Return to your email inbox and locate an email from **Blackbaud Authentication Services** with the subject line: “Confirm your Blackbaud ID” (see image on right).

It may take a few moments for the email to arrive.

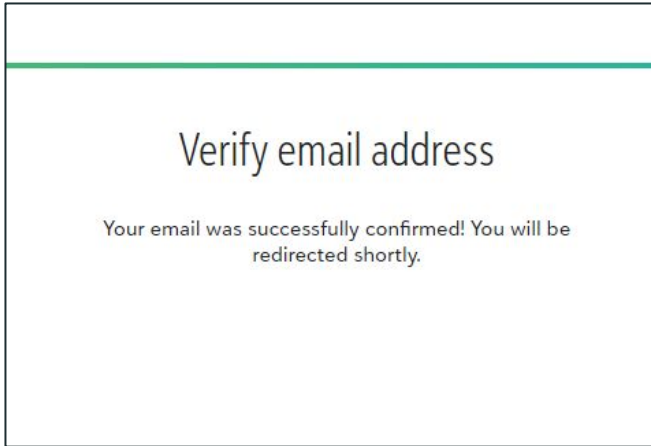
Step 6.

Click **Confirm**. You will be automatically taken to a new web page.



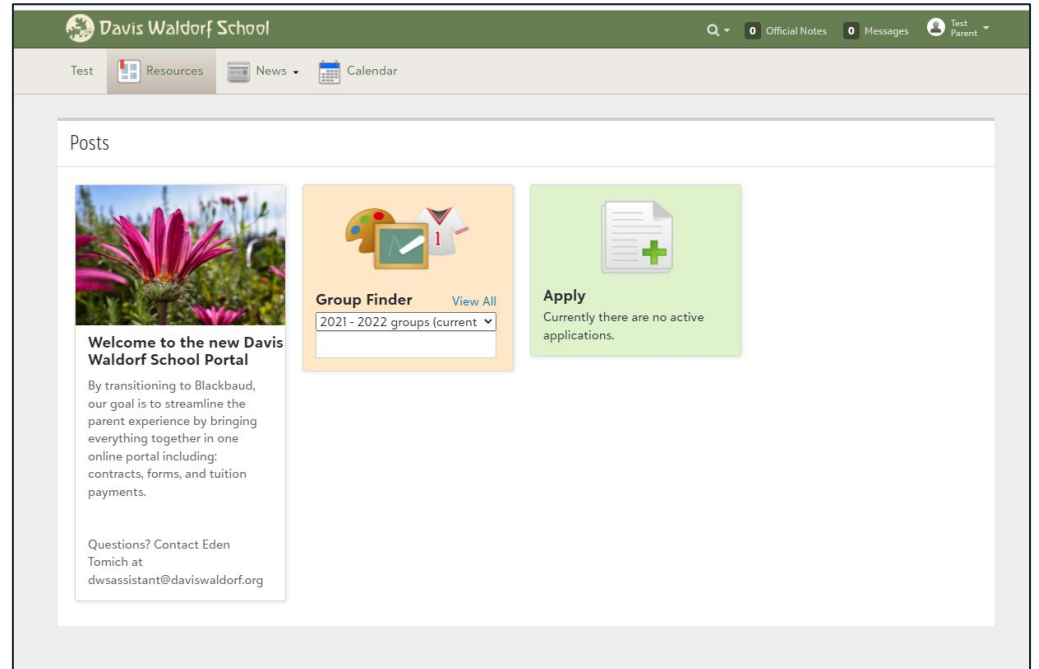
Step 7.

After clicking **Confirm**, this webpage (*image below*) will appear briefly before you are automatically logged into the **DWS Blackbaud portal**.



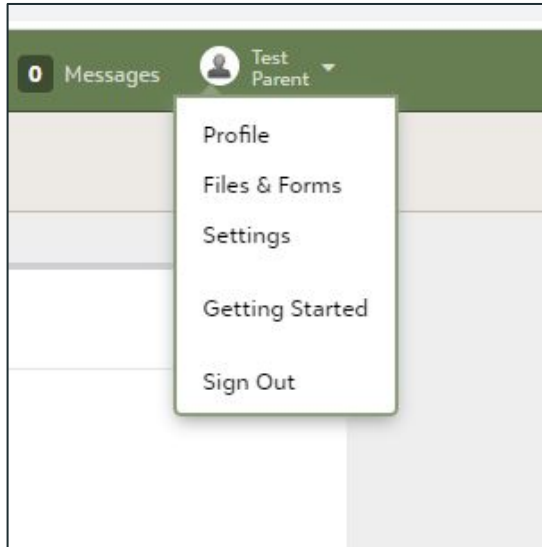
Step 8.

The **DWS Blackbaud Portal** will appear like the image below with your name displayed in the upper right corner. Your child(ren)'s name(s) will appear to the right of the resources tab.



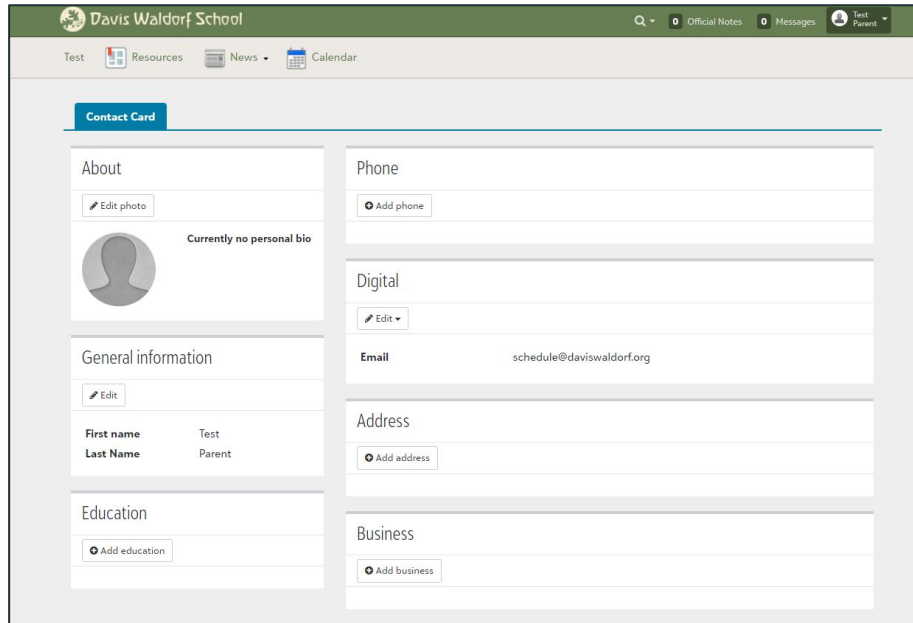
Step 9.

To view your **profile** and/or adjust your **settings**, click your name in the upper right corner. A small menu will appear (see below). **Getting Started** will take you through a guided tour of the portal.



Step 10.

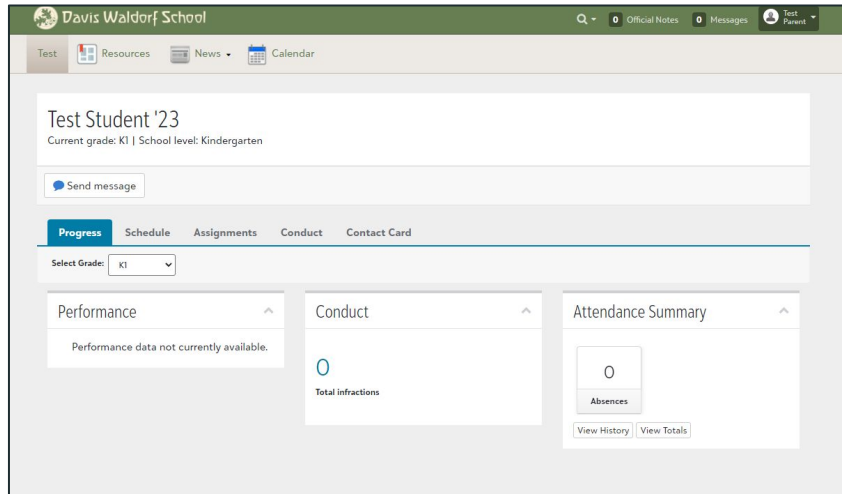
Please review the information in your profile and make **any necessary changes** (i.e. address, relationships, etc.). The info currently in your profile was imported from the account associated with your name in BigSIS and may be incomplete/inaccurate.



Step 11.

As a parent, you will have parental access to your child(ren)'s profiles.

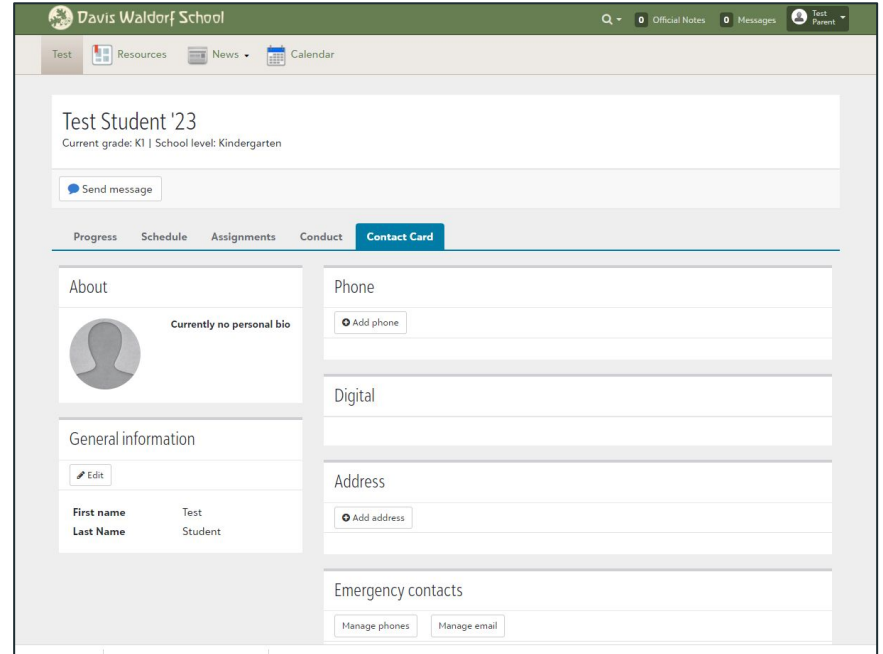
To view your child(ren)'s account(s), click on their name, which will appear left of the Resources tab.



The screenshot shows the Davis Waldorf School parent portal interface. At the top, there is a navigation bar with the school logo, a search icon, and links for 'Official Notes', 'Messages', and 'Test Parent'. Below the navigation bar, there are tabs for 'Test', 'Resources', 'News', and 'Calendar'. The main content area displays the profile for 'Test Student '23', with the current grade as 'K1' and school level as 'Kindergarten'. A 'Send message' button is visible. Below the profile information, there are tabs for 'Progress', 'Schedule', 'Assignments', 'Conduct', and 'Contact Card'. The 'Progress' tab is selected, showing a 'Select Grade' dropdown set to 'K1'. Below this, there are three summary cards: 'Performance' (Performance data not currently available), 'Conduct' (Total infractions: 0), and 'Attendance Summary' (Absences: 0). At the bottom of the Attendance Summary card, there are links for 'View History' and 'View Totals'.

Step 12.

To view and edit your child(ren)'s profile(s), click on tab labeled **Contact Card**.



The screenshot shows the Davis Waldorf School parent portal interface, specifically the 'Contact Card' tab for 'Test Student '23'. The navigation bar and tabs are the same as in Step 11. The 'Contact Card' tab is selected, showing a profile for 'Test Student '23' with current grade 'K1' and school level 'Kindergarten'. A 'Send message' button is visible. Below the profile information, there are tabs for 'Progress', 'Schedule', 'Assignments', 'Conduct', and 'Contact Card'. The 'Contact Card' tab is selected, showing a grid of sections: 'About' (Currently no personal bio, Add phone button), 'Phone' (Add phone button), 'Digital', 'General information' (Edit button, First name: Test, Last Name: Student), 'Address' (Add address button), and 'Emergency contacts' (Manage phones, Manage email buttons).

Next Steps

At this time, only the basic profile information has been added to the portal. On **Monday, February 7th**, you will receive an email from the school informing you **re-enrollment contracts** are available to review and sign in your Blackbaud account / personal DWS Portal.

A walkthrough of the **contract signing process** will be shared at that time as well. During the contract signing stage, you will link your **SMART Tuition Management** account with your Blackbaud account.

Further questions can be directed to **Eden Tomich** at:
[*dwsassistant@daviswaldorf.org*](mailto:dwsassistant@daviswaldorf.org)

