



**Davis Waldorf School**

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Inspired Learning for the Whole Child

## **Blackbaud Account Set Up**

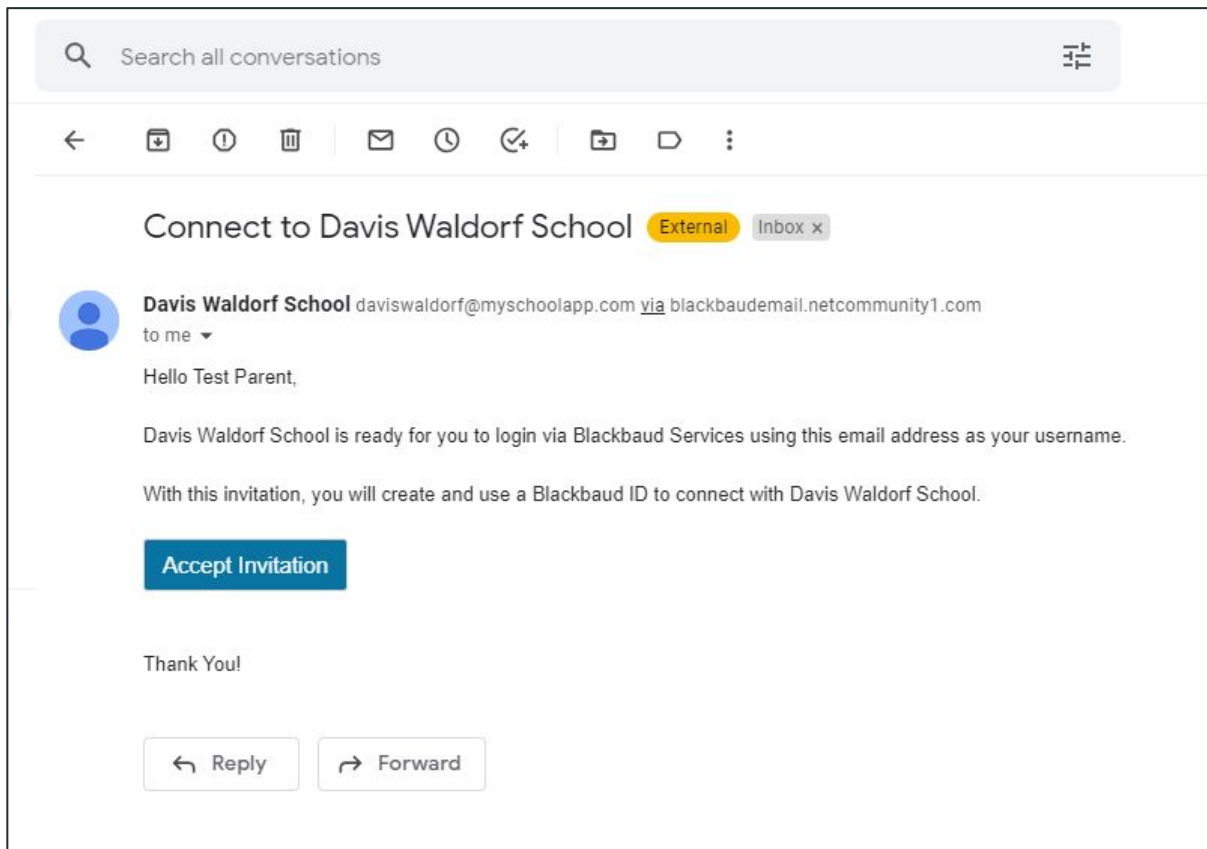
Davis Waldorf School Portal

## 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](mailto: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?](#)

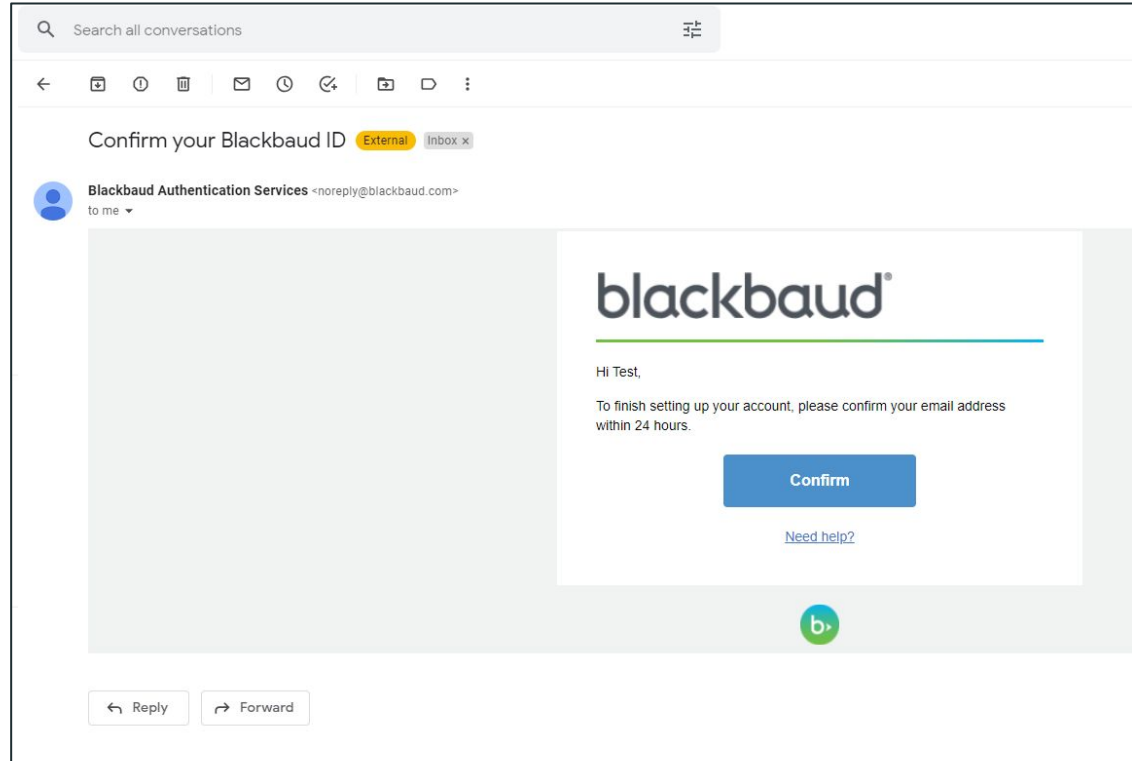
## Step 5.

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.

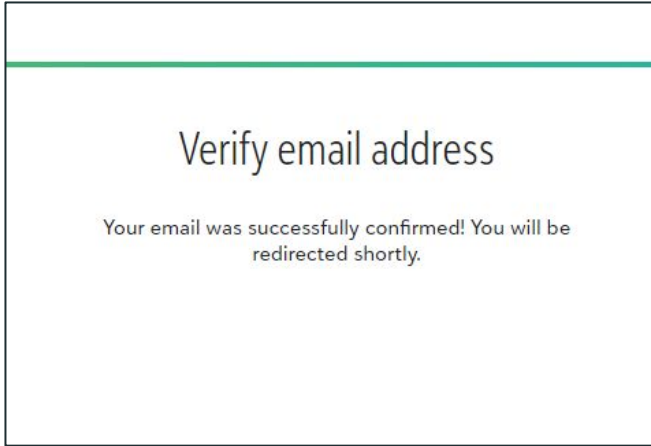
## Step 6.

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



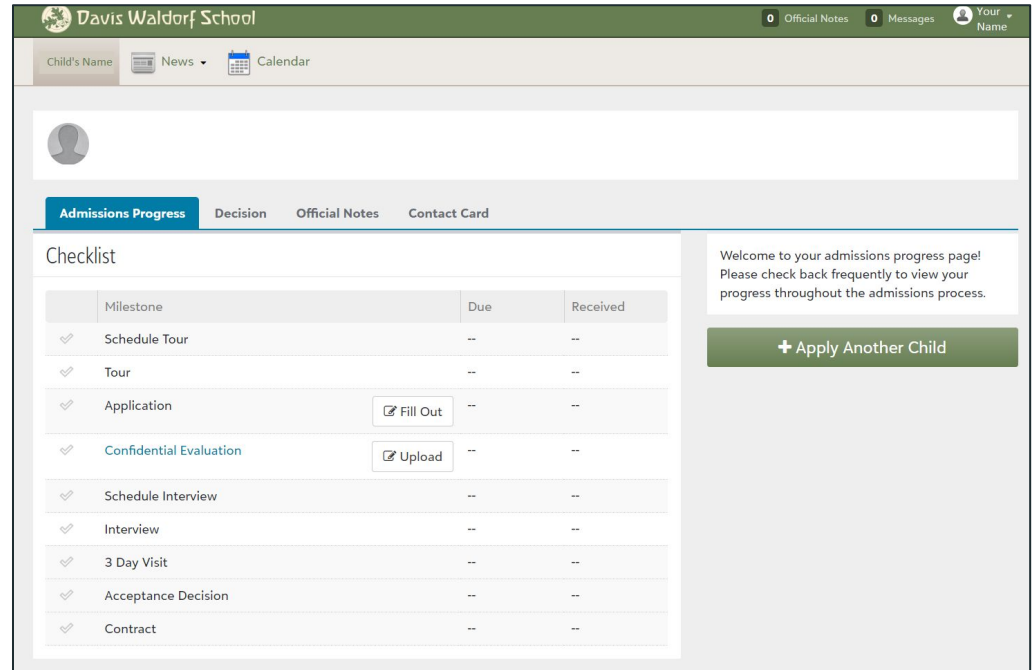
## Step 7.

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.



Davis Waldorf School

0 Official Notes 0 Messages Your Name

Child's Name News Calendar

Admissions Progress Decision Official Notes Contact Card

Checklist

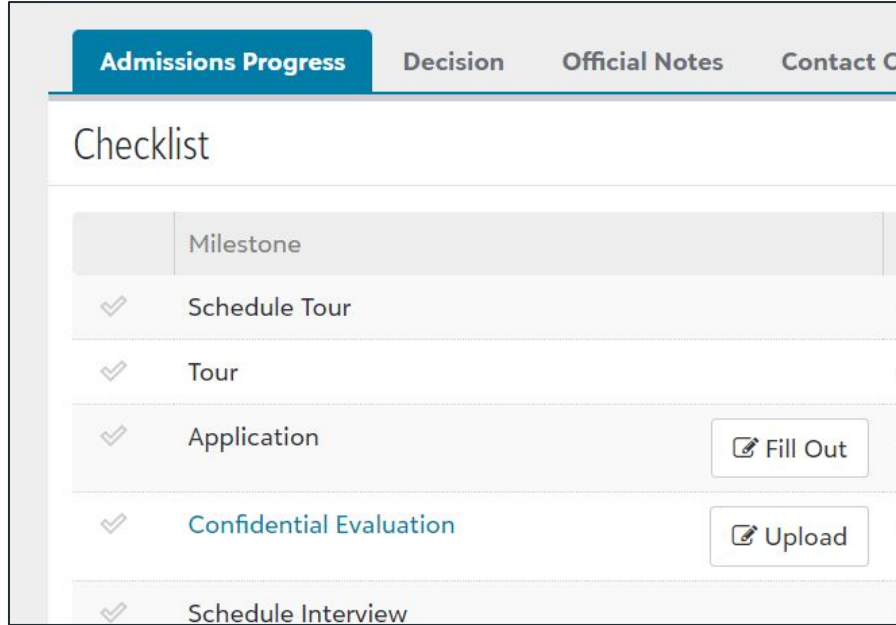
	Milestone	Due	Received
✓	Schedule Tour	--	--
✓	Tour	--	--
✓	Application	<input type="checkbox"/> Fill Out	--
✓	Confidential Evaluation	<input type="checkbox"/> Upload	--
✓	Schedule Interview	--	--
✓	Interview	--	--
✓	3 Day Visit	--	--
✓	Acceptance Decision	--	--
✓	Contract	--	--

Welcome to your admissions progress page! Please check back frequently to view your progress throughout the admissions process.



+ Apply Another Child

## Step 9.

Click **Fill Out** next to the checklist item Application to start filling out your child's application.



The screenshot shows a web interface with a navigation bar at the top containing four tabs: "Admissions Progress" (highlighted in blue), "Decision", "Official Notes", and "Contact C". Below the navigation bar is a section titled "Checklist". The checklist is presented as a table with a "Milestone" column and an action column. The milestones listed are "Schedule Tour", "Tour", "Application", "Confidential Evaluation", and "Schedule Interview". Each milestone has a checkmark icon to its left. The "Application" and "Confidential Evaluation" rows have buttons with pencil icons and the text "Fill Out" and "Upload" respectively.

Milestone	
✓ Schedule Tour	
✓ Tour	
✓ Application	 Fill Out
✓ Confidential Evaluation	 Upload
✓ Schedule Interview	

## Step 10.

**Log back in for admissions updates!** The DWS Blackbaud Portal will give you access to important forms and information and help you stay on track throughout the admissions process.