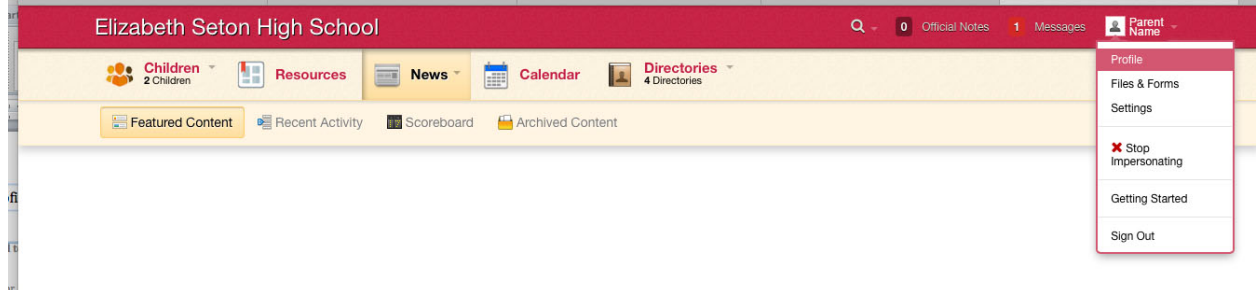




Accessing Profile Information and Resource Boards

You editing your Profile Information:

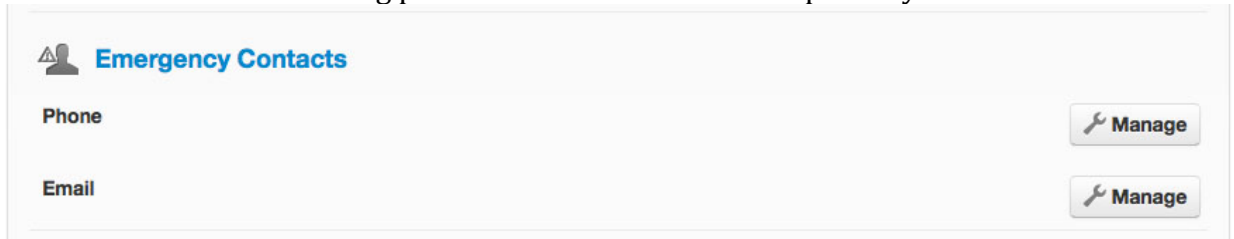
- Once you have logged into Blackbaud, you will see something like the following screen:



- To change your Profile and/or Family information, click on the drop down arrow next to your name and choose Profile from the menu.
- From the Profile screen you can change contact information such as mailing addresses and phone numbers.

Adding Emergency Contact Information:

- From within the Profile screen, click on the Manage button under Emergency Contacts. You will be adding phone numbers and emails separately.



- A pre-populated Inactive list will appear with phone numbers for you and your spouse/partner (the list has a semi-ghosted look). There is also a button to add new contact.
- To make a phone number (or email) active for emergency contacts, simply drag and drop the name/number from the Inactive list to the Active list (see next page).



Accessing Profile Information and Resource Boards

Manage Emergency Contacts Phone

Click 'Add' to create Emergency Contact
Please add three Emergency Contacts for you child

Active

1

ParentHome

Inactive

SelfHome

SelfBusiness/College

Spouse/PartnerHome

Spouse/PartnerWireless

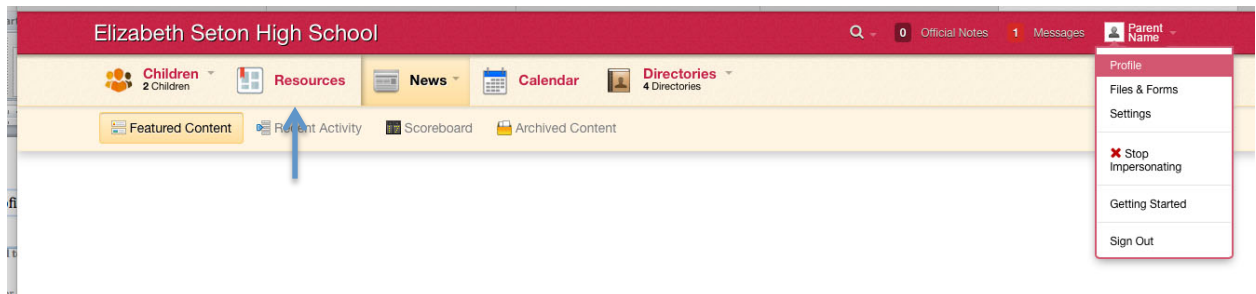
Spouse/PartnerBusiness/College

Create a new phone number

CancelSave

Resource Boards:

- Another source of information can be found under the Resources button.



- This is more or less a bulletin board area where we will post more permanent information and documents. Check this area out periodically. We will be adding information/documents throughout the year.



Accessing Profile Information and Resource Boards

- Note the green Blackbaud icon. All of the “tips” documents for working your way through the system will eventually be stored here.

The dashboard features a top navigation bar with the following items: **Children** (2 Children), **Resources**, **News**, **Calendar**, and **Directories** (4 Directories). The main content area includes several tiles:

- Group Finder**: Includes a 'View All' link and a dropdown menu showing '2016 - 2017'.
- FACTS**: Business Solutions for Education, a n e l n e t company, with a link to **FACT Tuition Management**.
- Cafeteria Menu**: Represented by a silhouette of a person holding a plate and a glass.
- Apply**: A green tile with a document icon and a plus sign, stating 'Currently there are no active applications.'
- Parent Documents**: Represented by a magnifying glass over a folder.
- Blackbaud**: A large green tile with the **Blackbaud** logo and a link to **Blackbaud Tips**.