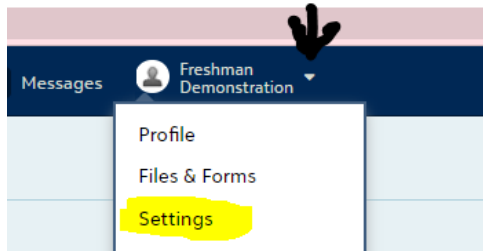
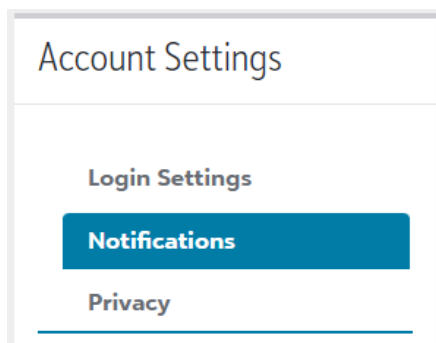


How to register for Text Messages in Blackbaud

1. Log into the [Trinity Blackbaud Login Portal](https://trinityhs.myschoolapp.com/app#login) (<https://trinityhs.myschoolapp.com/app#login>)
2. Enter your email address
3. Click Next
4. Follow the prompts.
5. Once logged in, click on the carrot icon to the right of your profile name





6. At the Account Settings window, select Notifications



7. In the Notification settings window, click the plus sign below TEXT Number: None Available

Notification settings

Select how you would like to receive notifications.

E-mail Address:	TEXT Number:
fdemonstration24@trinityhs.org	None Available!
	

8. In the Exit Text Enabled Device window, enter your 10-digit Number (example: 7734445555), Country (example: United States), and Provider (example: Verizon). Then click the blue Save button.

Edit Text Enabled Device ×

10-Digit Number *

Country

United States

Provider *

--Select--

Upon saving the number you will be prompted to enter an activation code that will be sent to your device.

Save

Cancel

9. In the Edit Text Enabled Device window, enter the code sent to your cell phone. Then click the Activate Text Device button.

Edit Text Enabled Device

Enter the Activation Code sent to [REDACTED] below and click the Activate Button to complete the activation process.

Enter code here

Activate Text Device

Activate Later

10. Check the Email and Text boxes for messages and D Announcement Posted (and any other alerts you would like to receive).

Type	Setup	E-mail	Text
Messages		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Announcement Posted	Edit Options	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>