

# Misericordia's Parent Portal

Fundraising to help support Misericordia is a major activity for family members of the Misericordia Family Association (MFA). It is, therefore, important for families to be able to track their fundraising activities and see their progress toward their annual fundraising goal. In the past, Misericordia provided families with a yearly Parent Report of their fundraising activities, but this was often not timely enough for families to thank people donating on their behalf.

Now, thanks to modern technology, this can be done in real-time using the Parent Portal.

Misericordia's Parent Portal gives parents the ability to access the fundraising information pertaining to their family stored in Misericordia's fundraising database, Raiser's Edge (RE). The Parent Portal provides access to your family data on any computer, tablet or smartphone utilizing a web browser and an internet connection. However, best results will be seen when a larger screen is utilized.

Once an account with a username and password is established, access to your family's fundraising data is quick and easy.

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## Accessing Misericordia's Parent Portal Using Blackbaud

### STEP ONE: Request a Parent Portal account

Parent Portal accounts are provided by the Misericordia IT department. **NOTE: Only one account, associated with one email address, preferably your primary email on file with Misericordia, can be established for each resident.** Contact Mary Jo O'Brien in the Misericordia IT Department at (773) 273-3548 or via email at [maryjoo@misericordia.com](mailto:maryjoo@misericordia.com) to request your account. Mary Jo will send you an invitation via your email from Blackbaud (the company that provides Misericordia's RE software).

When you receive your email invitation (Figure 1), click on "Accept Invitation" (see red arrow below).

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Welcome to Blackbaud, [Name]! We're grateful to be partnering with Misericordia Home.

#### Accept Your Invite to Blackbaud

Please accept your new Blackbaud invitation and create your Blackbaud ID. You'll be able to access and leverage your new solution and valuable resources.

Accept Invitation

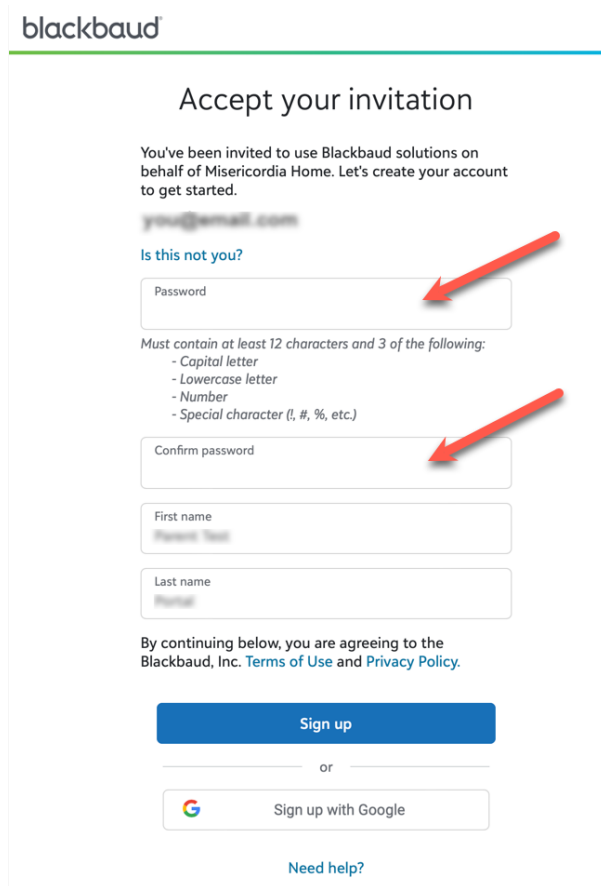
Please note: your invitation expires in 30 days. If you experience any issues with your invitation, please contact Mary Jo O'Brien ([maryjoo@misericordia.com](mailto:maryjoo@misericordia.com)).

Figure 1

## STEP TWO: Create a new user account using your email address

Accepting the invitation will open a Blackbaud page in your web browser (Figure 2). You will then be prompted to create your account by submitting a password (see red arrows below).

**(NOTE: your username will be your email address.)** Then click "Sign up".



The image shows a web form titled "Accept your invitation" from Blackbaud. The form is for creating a new user account. It includes a "Password" field and a "Confirm password" field, both highlighted with red arrows. Below these fields, there are instructions: "Must contain at least 12 characters and 3 of the following:" followed by a list: "- Capital letter", "- Lowercase letter", "- Number", and "- Special character (!, #, %, etc.)". There are also fields for "First name" and "Last name". At the bottom, there is a "Sign up" button and a "Sign up with Google" button. A "Need help?" link is at the very bottom.

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### Accept your invitation

You've been invited to use Blackbaud solutions on behalf of Misericordia Home. Let's create your account to get started.

*you@email.com*

[Is this not you?](#)

Password

Must contain at least 12 characters and 3 of the following:

- Capital letter
- Lowercase letter
- Number
- Special character (!, #, %, etc.)

Confirm password

First name  
*Parent Test*

Last name  
*Parent*

By continuing below, you are agreeing to the Blackbaud, Inc. [Terms of Use](#) and [Privacy Policy](#).

[Sign up](#)

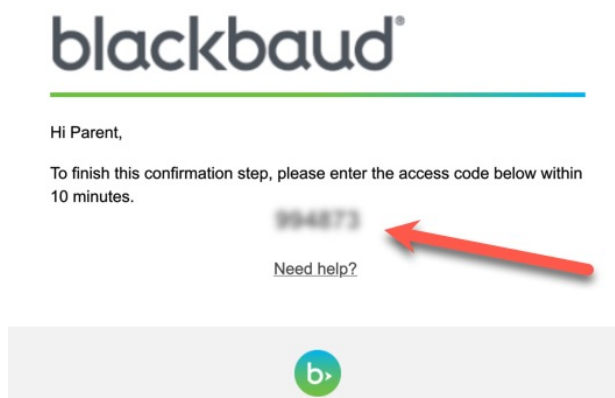
or

 [Sign up with Google](#)

[Need help?](#)

Figure 2

Blackbaud will then send you an email (Figure 3) with a confirmation code (see red arrow below).



The image shows an email from Blackbaud. It is addressed to "Hi Parent," and asks the recipient to enter an access code within 10 minutes. The access code "994873" is displayed in a large, bold font, with a red arrow pointing to it. Below the code is a "Need help?" link. At the bottom of the email is the Blackbaud logo.

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Hi Parent,

To finish this confirmation step, please enter the access code below within 10 minutes.

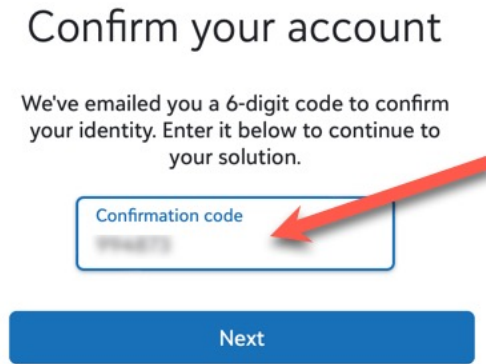
**994873**

[Need help?](#)



Figure 3

Copy the code and enter it on the Confirmation page (Figure 4) (see red arrow below).

A screenshot of a web page titled "Confirm your account". Below the title, it says "We've emailed you a 6-digit code to confirm your identity. Enter it below to continue to your solution." There is a text input field labeled "Confirmation code" with a red arrow pointing to it. Below the input field is a blue button labeled "Next".

Confirm your account

We've emailed you a 6-digit code to confirm your identity. Enter it below to continue to your solution.

Confirmation code

Next

Figure 4

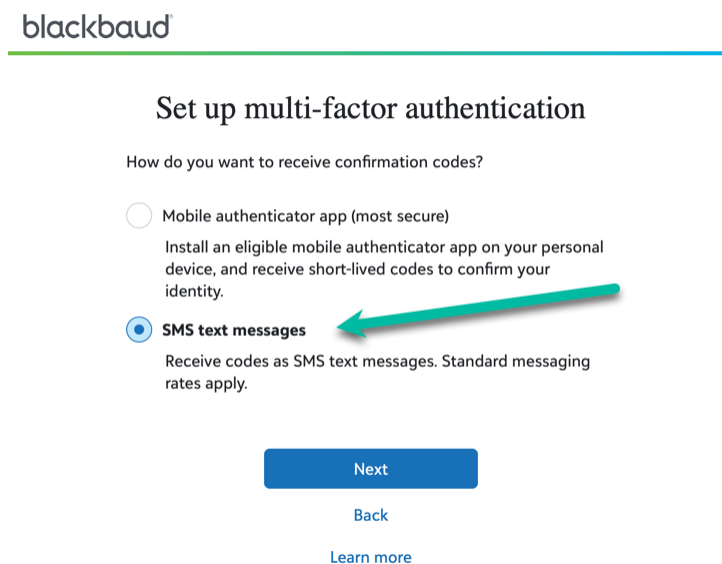
Click "Next" and you should be taken to your Parent Portal account page. At this time, you should Log Out of your account and then attempt to sign back in using your username and password.

You will be prompted to set up multi-factor authentication. Multi-factor authentication provides extra security to your account and is REQUIRED to access your family data in Raiser's Edge.

### STEP THREE: Set up multi-factor authentication

On the prompt page (Figure 5), you will be asked to choose from 2 methods for receiving your short-term confirmation code necessary for each log in.

Choosing "SMS text messages" (see green arrow below) is simpler and provides adequate security. Then, click "Next".

A screenshot of a web page titled "Set up multi-factor authentication" with the Blackbaud logo at the top. The page asks "How do you want to receive confirmation codes?". There are two radio button options: "Mobile authenticator app (most secure)" and "SMS text messages". The "SMS text messages" option is selected and has a green arrow pointing to it. Below the options are three buttons: "Next", "Back", and "Learn more".

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### Set up multi-factor authentication

How do you want to receive confirmation codes?

☐ Mobile authenticator app (most secure)  
Install an eligible mobile authenticator app on your personal device, and receive short-lived codes to confirm your identity.

☒ SMS text messages  
Receive codes as SMS text messages. Standard messaging rates apply.

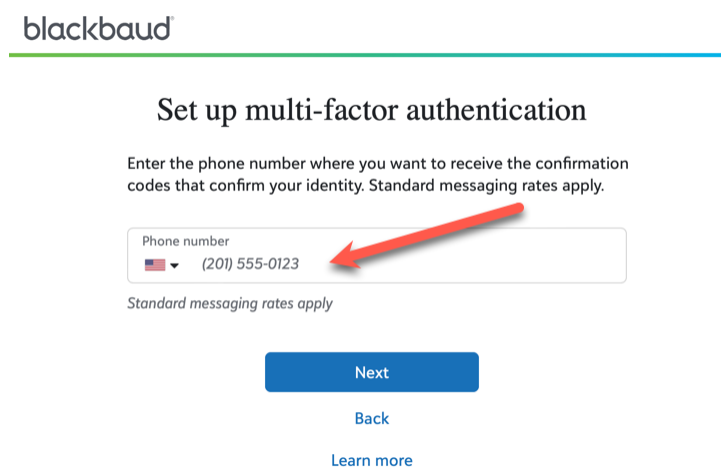
Next

Back

[Learn more](#)

Figure 5

On the next prompt page (Figure 6), you will be asked to enter the number of your cell phone where you will receive the short-term confirmation code necessary for each log in (see red arrow below). Then, click “Next”.



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### Set up multi-factor authentication

Enter the phone number where you want to receive the confirmation codes that confirm your identity. Standard messaging rates apply.

Phone number  (201) 555-0123

Standard messaging rates apply

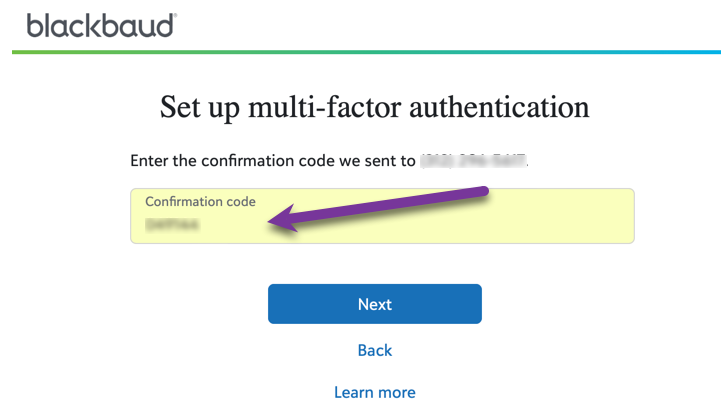
Next

Back

[Learn more](#)

Figure 6

On the next prompt page (Figure 7), you will be asked to enter the confirmation code that you received as a text message on your designated cell phone (see purple arrow below). Then, click “Next”.



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### Set up multi-factor authentication

Enter the confirmation code we sent to (201) 555-0123.

Confirmation code

Next

Back

[Learn more](#)

Figure 7

On the next prompt page (Figure 8), you are provided your unique recovery code (see yellow arrow below) that you will need to access your account if you change phone numbers or lose your device, and can no longer receive short-term confirmation codes. Save the recovery code (see purple arrows below) and then, click the “I saved my recovery code” box (see green arrow below). Finally, click the “Turn on multi-factor authentication” button (see orange arrow below).

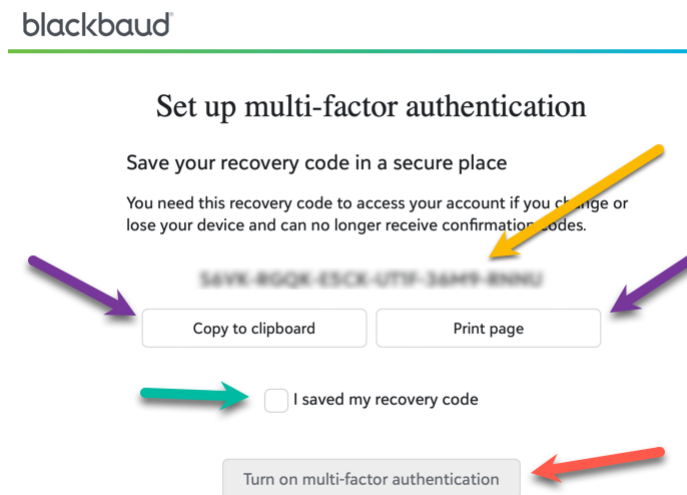


Figure 8

Multi-factor authentication is now activated for all future sign-ins to your account.

#### STEP FOUR: How to access your data

Go to: <https://app.blackbaud.com/signin/> (please bookmark this web address for your future use) and sign in using your email username and password, and a short-term multi-factor authentication code texted to your cell phone.

Whatever screen appears first (Figure 9), click on the 3 horizontal lines in the upper left corner (red arrow below) and **select Raiser's Edge NXT**.

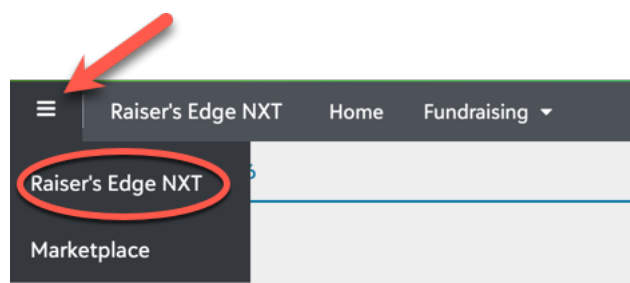


Figure 9

Then, on the next page (Figure 10), click on **Gifts** to see all the gifts that you have credited to your family (see red arrow below).



Figure 10

## STEP FIVE: Exploring the Gifts page

From the **Gifts** page (Figure 11), you can export your list (red arrow), search within the list (yellow arrow), and/or add new columns (green arrow).

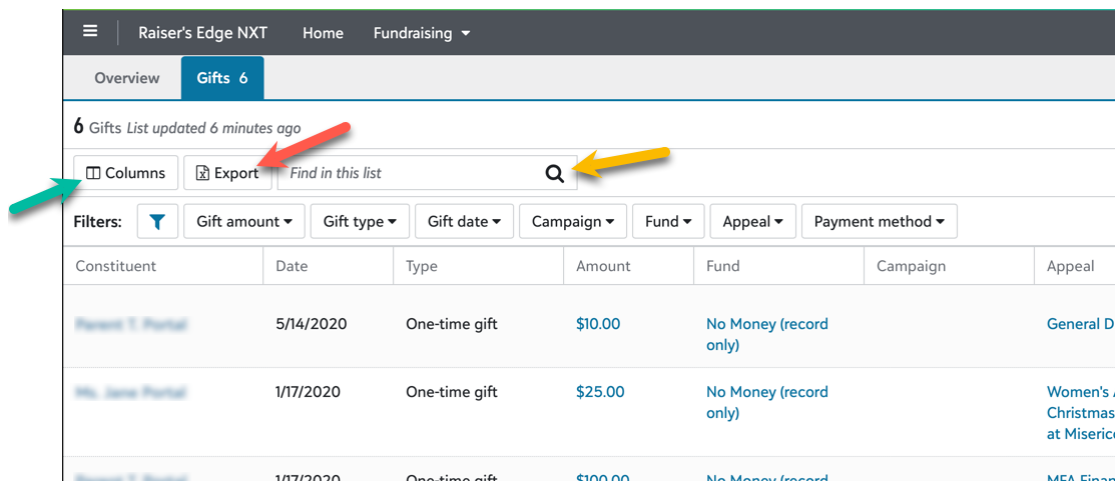


Figure 11

For example (Figure 12), to add your donor's address, click on **Columns** (green arrow above), then select **Custom fields** from the left navigation bar choices (red arrow below) and check the **Address** box on the right (yellow arrow below). If you make any additions, selections or changes, you MUST click the **Apply changes** button (green arrow below).

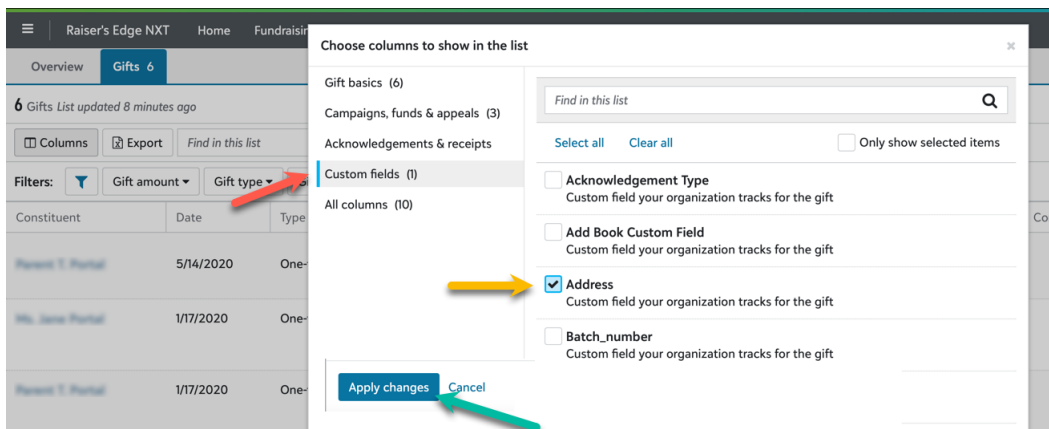


Figure 12

Please note -

- Don't be afraid, you cannot delete or change any of the actual data
- If you want to get a total amount for your donations, you will need to export the data
- Data is exported as a .CSV file, which can be opened by any spreadsheet software, e.g., Excel, Numbers

Happy data mining!!

Questions about your Parent Portal should be directed to Mary Jo O'Brien in the Misericordia IT Department at (773) 273-3548 or via email at [maryjoo@misericordia.com](mailto:maryjoo@misericordia.com).