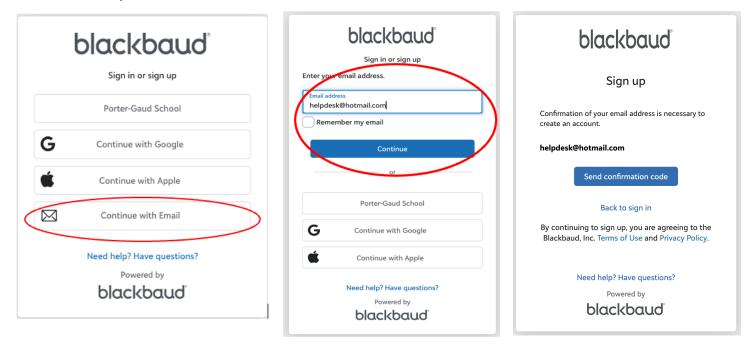
Blackbaud ID for MyPG

Step 1: Log into MyPG, enter your email address as your user name, and click "Next."

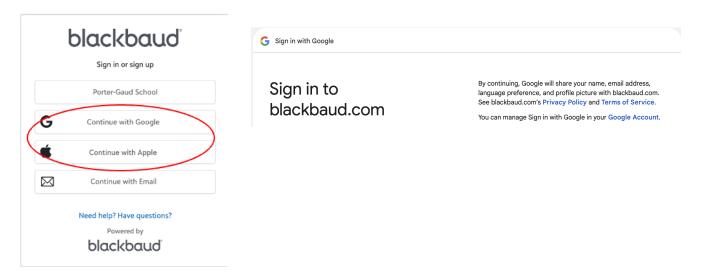
Porter-Gaud School	
Username or Email	
helpdesk@live.com	1 1 ~
Next	Remember me
	Help signing in or have password sent.

Step 2a: If you have not logged into MyPG before, you will be asked to create a Blackbaud ID. Select one of the following options:

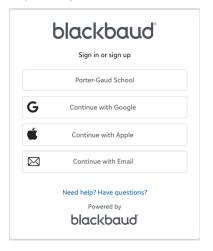
- <u>Option 1</u>: Create an account using your email address Click on Continue with Email, enter you email and press continue. Blackbaud will send you a confirmation code and finish creating your account.
- Please note that the school will not be able to help you reset your Blackbaud ID password.



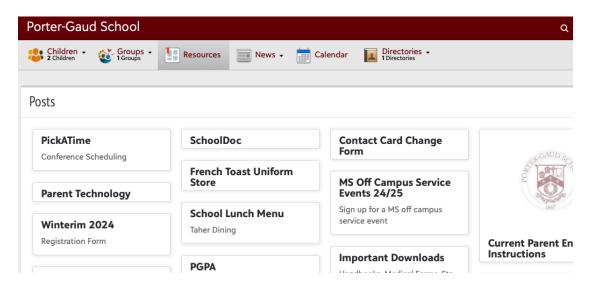
- Option 2: Sign up with Google or Apple If your MyPG email is a Gmail or iCloud account, you can authenticate through these email systems.
- Please note that the school will not be able to help you reset your Blackbaud ID password.



Step 2b: If you already have a Blackbaud ID, select your sign in method



Step 3: After a successful login, you should see



Troubleshooting Tips

If you have trouble logging into MyPG:

- Make sure you log into MyPG at <u>https://portergaud.myschoolapp.com</u> (not <u>www.blackbaud.com</u>).
- Make sure you use your email address as your username.
- Search "portergaud.myschoolapp.com" and delete autofill suggestions for this website. This prevents your web browser from trying to log you in using previously saved MyPG account information.
- Every user must use a unique email address for their account. If you don't have your own email address, please reach out to the helpdesk.
- Clearing your cache can fix many login troubles. Below is a list of help pages to assist you in clearing your browser history and deleting browser cache:
 - <u>Chrome</u>
 - Firefox
 - Edge
 - o <u>Safari</u>

Questions or need more help?

Please contact the Porter-Gaud Help Desk at 843-402-4700 or email helpdesk@portergaud.