Student Guide: Accessing Your St. Joseph's Prep Account

Welcome! To access your classes, schedule, and school resources, St. Joseph's Preparatory School uses **Blackbaud ID (BBID)**. Your login is tied directly to your school email address.

Part 1: New Students – Your First Login

To get started, you must "connect" your school email to our system. Please follow these steps:

Step 1: Find the Invitation Email

Check your school email inbox for a message with the following details:

- **Subject:** Connect to St. Joseph's Preparatory School
- **Body:** *"Hello [Name], St. Joseph's Preparatory School is ready for you to login via Blackbaud Services using this email address as your username. With this invitation, you will create and use a Blackbaud ID to connect with St. Joseph's Preparatory School."*

Step 2: Accept and Set Up

1. Click the **Accept Invitation** button inside the email.
2. **Create Your Account:** You will be prompted to create a password. Please choose a strong, unique password for your school account.
3. **Verify Your Identity:** Check your email again for a **6-digit verification code** sent by Blackbaud. Enter this code on the setup screen to finalize your account.

Part 2: Returning Students – Accessing the Portal

If you have already completed the setup above, you do not need to look for a new invitation email. You can log in directly at any time by visiting our portal:

https://stjosephsprep.myschoolapp.com/app#login