



## Setting up your Knox Email & BlackBaud Account

• • •

### STEP 1: Create Your Email Account

Between the months of July and August, new Knox families will receive an email with important information about setting up your Knox email account.

Subject: *Knox Student Email Account*

Message:

*Greetings from the Knox IT Department!*

*Enclosed is the Knox School email account for “Your Child “*

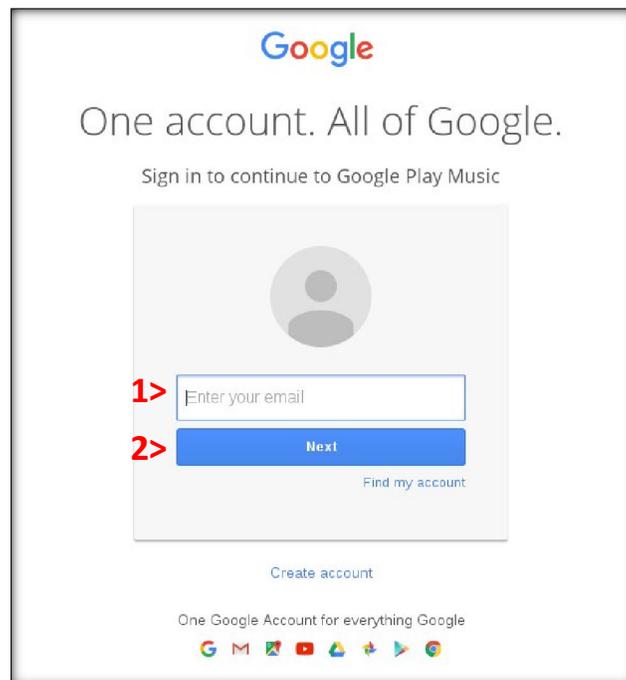
*Please log on and create your account immediately so you can begin receiving important information from the School.*

*Sign in at the link below:*

<https://apps.google.com/user/hub>

*Username: [ychild@knoxschool.org](mailto:ychild@knoxschool.org)*

*Password: xxxxxxxx*



## STEP 2: Create Your BlackBaud Account

• • •

Your email account must be set up before creating your BlackBaud account (See Step 1)

Subject: *Welcome to The Knox School's Registration Portal*

Message:

Dear *Your Child*,

You may now login to The Knox School BlackBaud by clicking the below link or copying and pasting it into your browser:

<http://knoxschool.myschoolapp.com/>

Clicking on the link above will lead you to a page where you can set your password. After setting your password, you will be able to login to BlackBaud.

**\*\*Your Login is NOT your Email – But uses a similar naming scheme as shown below:**

THE KNOX SCHOOL BlackBaud SIGN-IN SCREEN:

**Step 1** - Login Name “*ychild*”

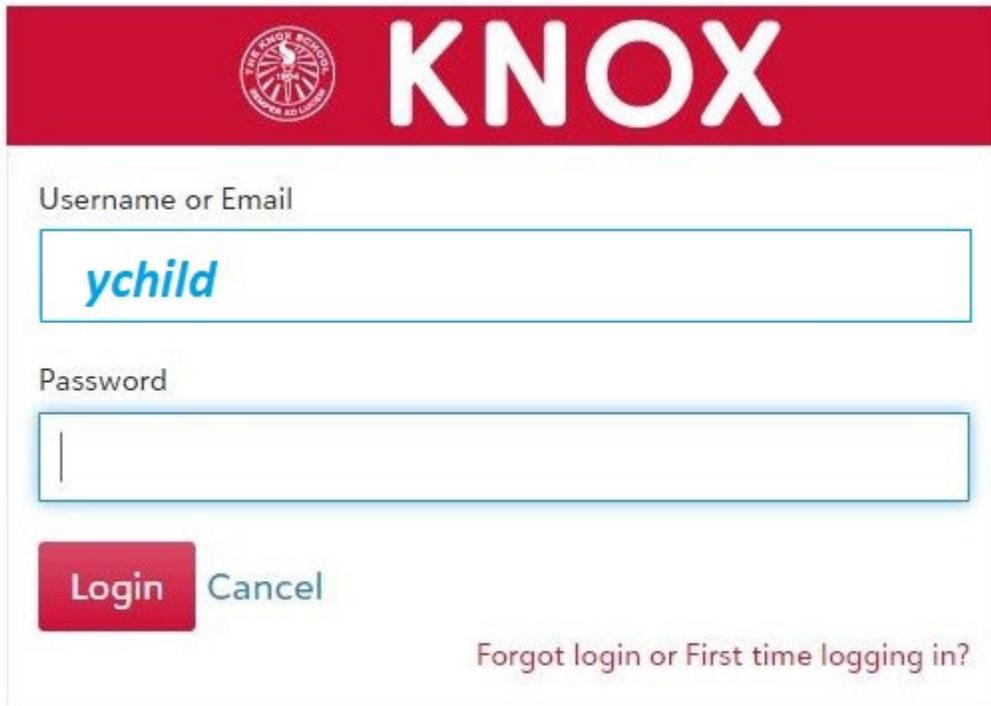


Username or Email

Next  Remember me

[Forgot login or First time logging in?](#)

**Step 2 - A Temporary Password will be included in your welcome email**



The image shows a login form for KNOX. At the top, there is a red header with the KNOX logo on the left and the word "KNOX" in large white letters on the right. Below the header, the form is white with a light blue border. It contains two input fields: "Username or Email" with the text "ychild" and "Password" which is empty. Below the fields are two buttons: a red "Login" button and a grey "Cancel" button. At the bottom right, there is a link that says "Forgot login or First time logging in?"

**Step 3 -**

*Here you are required to change your password using the instructions as seen below:*



The image shows a password expiration form for KNOX. At the top, there is a red header with the KNOX logo on the left and the word "KNOX" in large white letters on the right. Below the header, the form is white with a light blue border. It contains the following elements: a heading "Password Expiration", a paragraph "Your password expired. Please enter a new password.", a paragraph detailing password requirements: "It must be at least 12 characters long and include 1 number(s), 1 special character(s) (!@#\$,%^&\* \_), 1 uppercase character(s), 1 lowercase character(s). Do not use a password the same as your 6 previous passwords.", three input fields: "Current Password", "New Password", and "Re-Enter New Password", and a red "Set Password" button at the bottom.