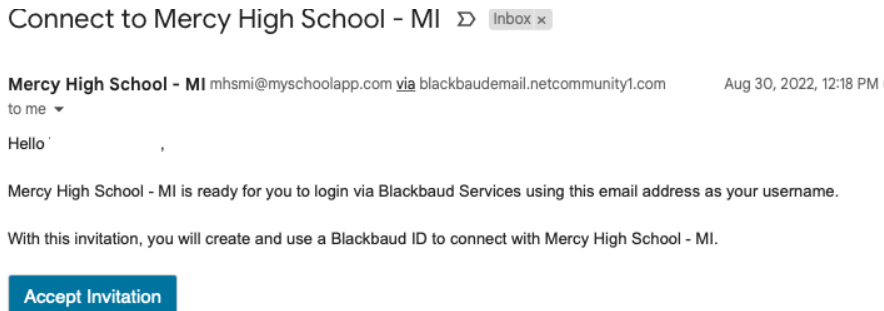# Creating your Mercy Enrollment and Tuition Management Login

IMPORTANT: Before you begin

- Each parent must have a unique e-mail address. If you share an e-mail address with your spouse/partner, please contact us for help updating your record at: helpdesk@mhsmi.org

Step 1. Accept the invitation

When your account is ready, you will receive an e-mail entitled "Connect to Mercy High School" from **mhsmi@myschoolapp.com** inviting you to connect to Mercy High School using your e-mail address as your username.

Connect to Mercy High School - MI ☒ Inbox ×

Mercy High School - MI mhsmi@myschoolapp.com via blackbaudemail.netcommunity1.com   Aug 30, 2022, 12:18 PM
to me ▾

Hello `              ,`

Mercy High School - MI 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 Mercy High School - MI.

Accept Invitation

Click the blue **Accept Invitation** button to set up your account.

Create a Blackbaud ID

This will be your Blackbaud ID

your email will appear here - do not edit

Password

- Requires 8 characters or more,
- including 3 of the following:
*   - Capital letter*
*   - Lowercase letter*
*   - Number*
*   - Special character (!, #, %, etc.)*

Confirm password

First name

Last name

By continuing below, you are agreeing to the Blackbaud, Inc. Terms of Use and Privacy Policy.

Sign up

or

G   Sign up with Google

Already have an account? Sign in

Need help?

Step 2. Setup your account

A new window will open (*see image right*) with your e-mail address in the top field. **Please do not edit, remove, or replace it.** It is tied to your invitation and will be your new username.

In the fields below, you will be asked to enter your first and last name in the fields provided, create a new password using the instructions shown, and then click the blue **Sign Up** button.
OR
Gmail users (only) may opt to click the **Sign up with Google** button to use their Google account password.

Step 3. Confirm your e-mail address

You will then receive an e-mail from Blackbaud*, asking you to confirm your e-mail address. Click the blue **Confirm E-mail** button. *NOTE: Depending on the amount of site traffic, this may take a few minutes. Thank you for your patience.*

*If you chose the "Sign up with Google" option in Step 2, you will not receive a confirmation e-mail.