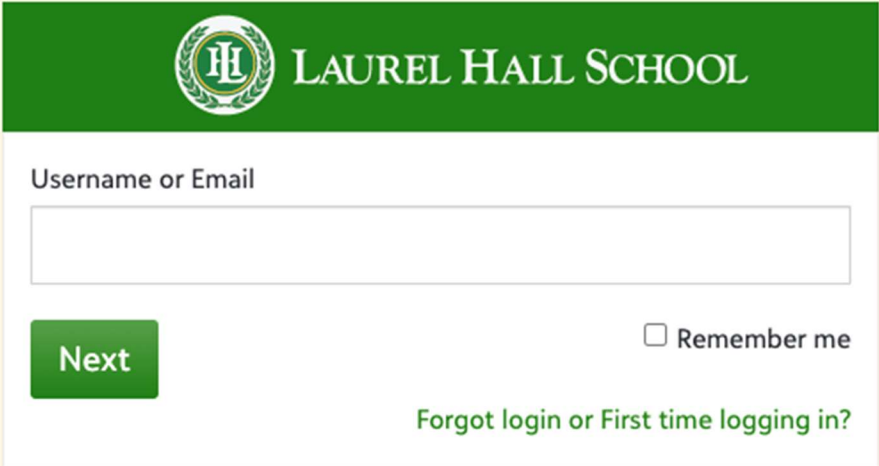# Blackbaud: First time login

Step 1: Choose a web browser: , , , , etc.

Step 2: In the search bar type the following web address: **portal.laurelhall.com**
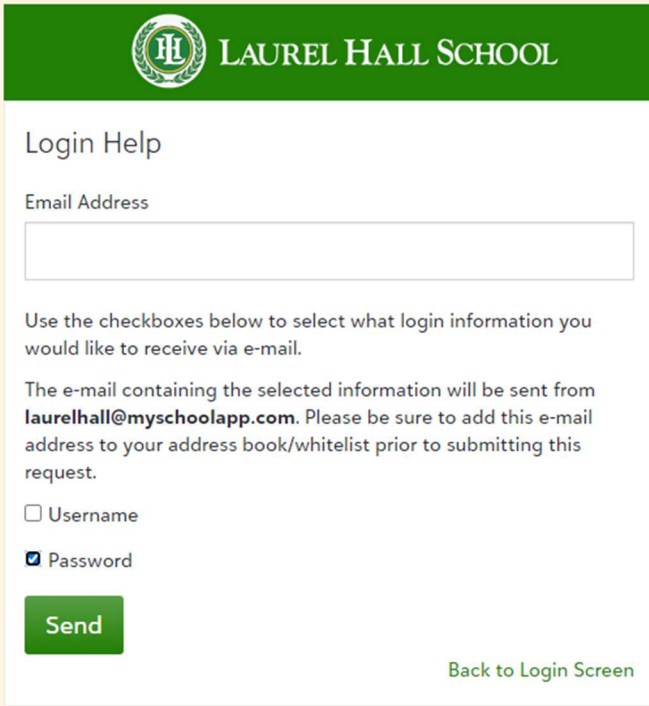
   *This will take you to the log in page

Step 3: Click "Forgot login or First time logging in?"

Step 4: Type in your email that is associated with Laurel Hall, Check "Password", then click send.

Step 5: Check your email inbox (or junk folder!) for an email containing a link to set your password.

Step 6: Once you have set your password, you will be automatically logged into the portal.