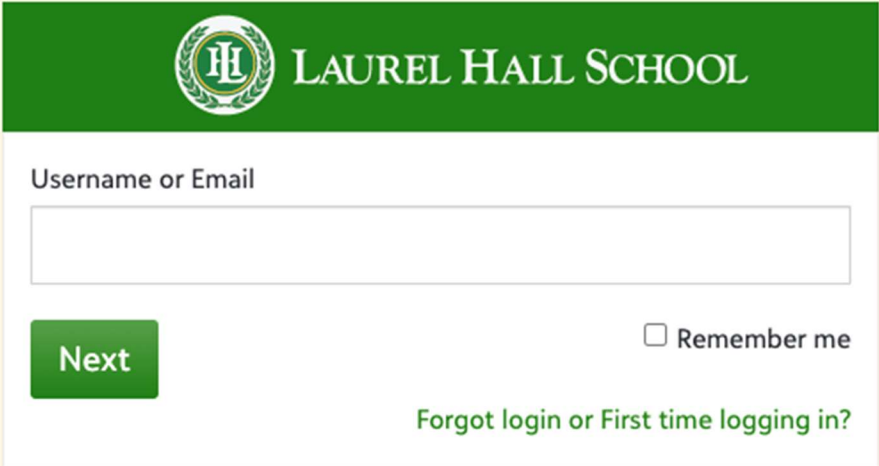


Blackbaud: First time login

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

Step 2: In the search bar type the following web address: **portal.laurelhall.com**

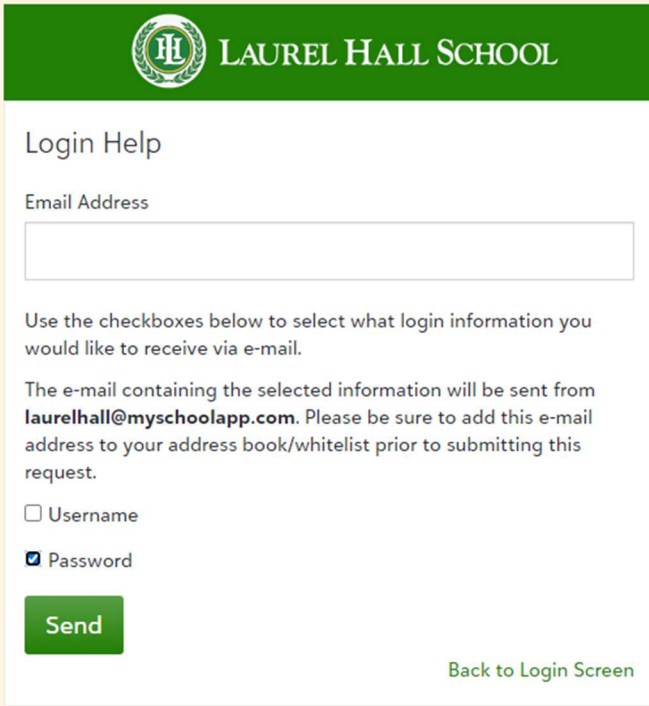
*This will take you to the log in page



The image shows the login page for Laurel Hall School. At the top is a green header with the school's logo and name. Below the header is a white login form. The form has a text input field labeled "Username or Email". To the right of the input field is a checkbox labeled "Remember me". Below the input field is a green button labeled "Next". At the bottom right of the form is a green link that says "Forgot login or First time logging in?".

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.



The image shows the "Login Help" page for Laurel Hall School. At the top is a green header with the school's logo and name. Below the header is a white form titled "Login Help". The form has a text input field labeled "Email Address". Below the input field is a paragraph of text: "Use the checkboxes below to select what login information you would like to receive via e-mail. The e-mail containing the selected information will be sent from laurelhall@myschoolapp.com. Please be sure to add this e-mail address to your address book/whitelist prior to submitting this request." Below this text are two checkboxes: "Username" (unchecked) and "Password" (checked). At the bottom left of the form is a green button labeled "Send". At the bottom right of the form is a green link that says "Back to Login Screen".

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.