Blackbaud Award Management

Setup & Logging In



Thank you for offering to review this year's applicants. You're assisting hundreds of students in making their college education affordable. This quick reference guide will walk you through the steps to setting up your Blackbaud account.

- On the day the review period begins, you will receive an email from the NAU Foundation with the number of reviews that have been assigned to you and a link.
- 2. Click on the link to accept the invitation and you will be directed to a web page to create a password and login for the first time. Then, click **Create**.

Dear S	annan Rice,
16 rev	ws were assigned to you today
https:/	aufoundation.academicworks.com/users/invitation/accept?
email	d=shannan.rice%40nau.edu&invitation token=4a9ca4d9892fbc7028c2932e4f77f8367a9bc2d07883d1fbab2afbfe2994
page,	ou for your participation as a reviewer of our scholarship applications! Once you are signed into your Academic Works but will see a list of the scholarships you are assigned to review. To begin, please click on the "View" button next to the the scholarship listed. Here you will see a list of applicants for you to review. We recommend using the "Side-by-Side
page, name option applic	ou will see a list of the scholarships you are assigned to review. To begin, please click on the "View" button next to the
page, name option applic https://	ou will see a list of the scholarships you are assigned to review. To begin, please click on the "View" button next to the the scholarship listed. Here you will see a list of applicants for you to review. We recommend using the "Side-by-Side coated at the top right corner of the review screen. This option will allow you to score the applicant and see their ion responses at the same time. Watch this brief video (3 minutes & 40 seconds) to help you navigate the site:
page, name option applic https://	ou will see a list of the scholarships you are assigned to review. To begin, please click on the "View" button next to the functional properties of the scholarship listed. Here you will see a list of applicants for you to review. We recommend using the "Side-by-Side clasted at the top right corner of the review screen. This option will allow you to score the applicant and see their ion responses at the same time. Watch this brief video (3 minutes & 40 seconds) to help you navigate the site: timeo.com/109964131 ave any questions, please contact Cindy at cynthia.Bublitz@nau.edu or 928-523-6590.



Please note: If you have already created a password and logged in before, you will be taken to the Reviewer/Reference sign in tab where you will enter your login information and click **Sign In**.