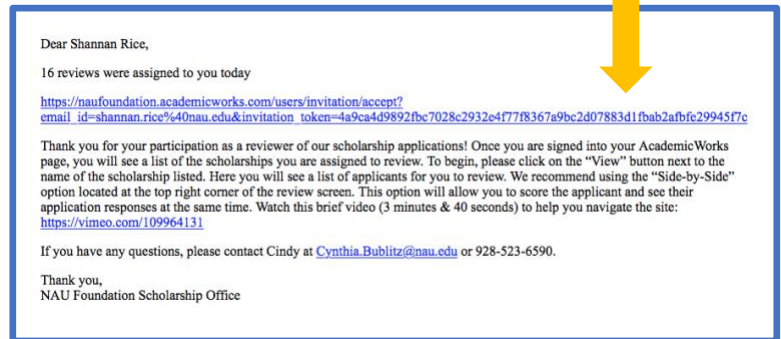


Blackbaud Award Management

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.

1. 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**.

A screenshot of the NAU Foundation registration page. The page has a header with the NAU Foundation logo and a 'Sign In' button. The main content area is titled 'Opportunities' and contains a 'Welcome!' message. Below the message is a form with fields for 'Email Address' (shannan.rice@nau.edu) and 'Password'. The password field has a note: 'Your password must contain a minimum of 8 characters and include at least 1 digit, 1 uppercase letter, and 1 lowercase letter.' There is also a 'Confirm Your Password' field. A 'Create' button is at the bottom right of the form. A yellow arrow points to the 'Create' button. At the bottom of the page, there is a copyright notice: '© 2018 Blackbaud, Inc. All rights reserved. Northern Arizona University Foundation Homepage'.

*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**.*