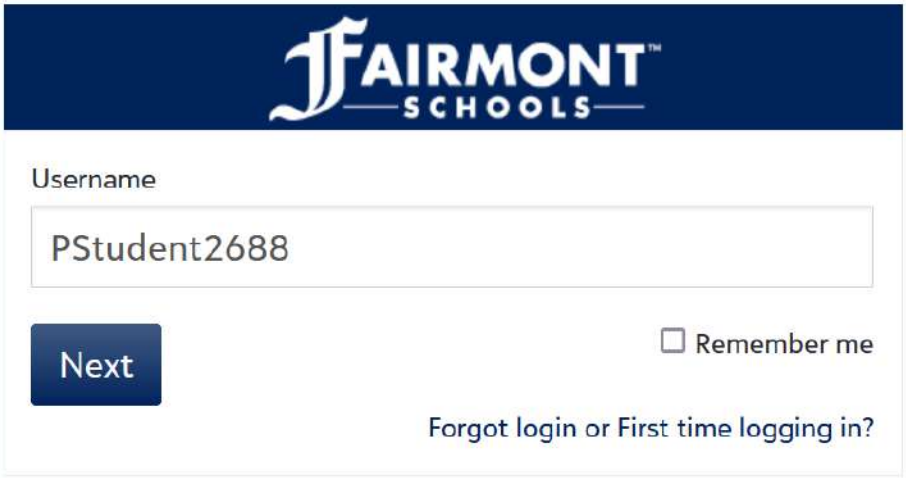
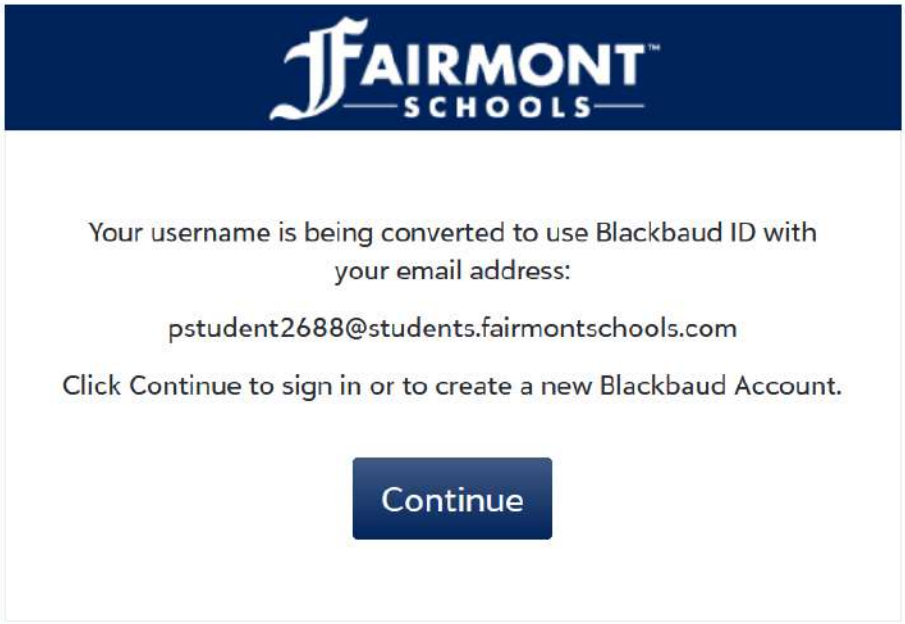
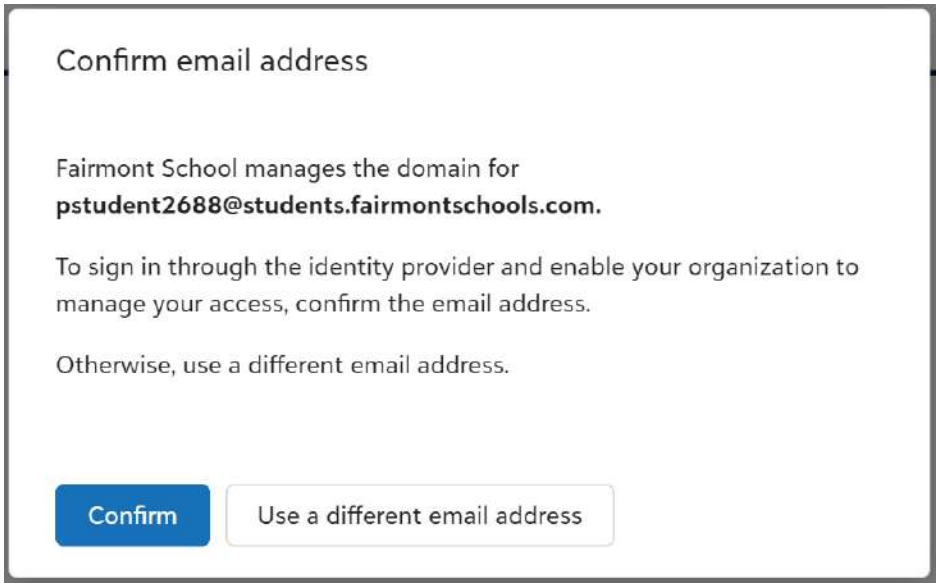
1. Open Chrome on your device and login to your Fairmont email address. In a new tab, open MySchoolApp and enter your old username. Click Next.



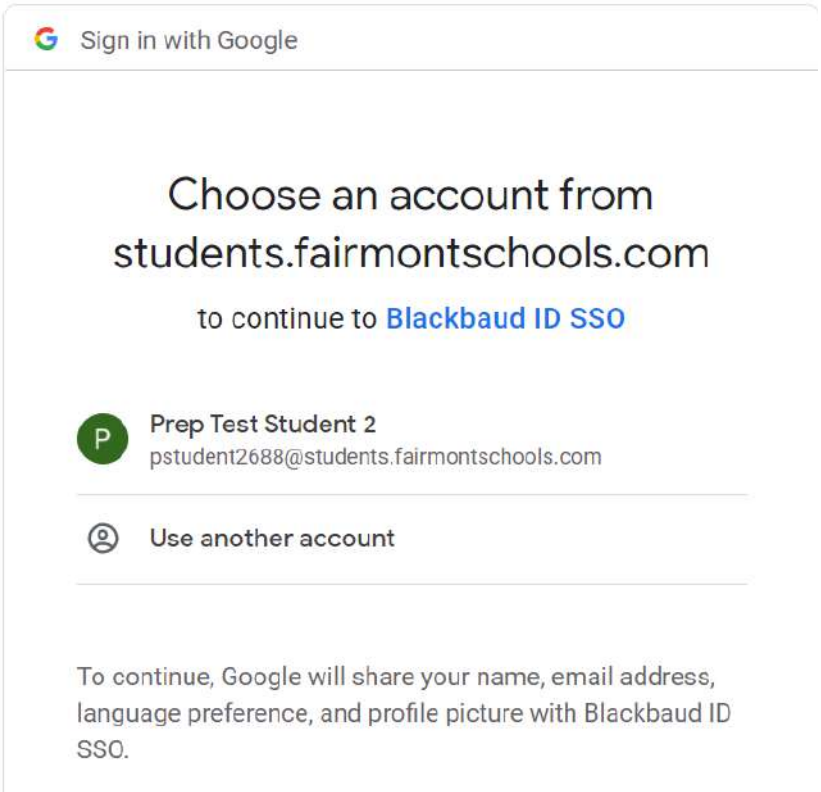

2. Click Continue.

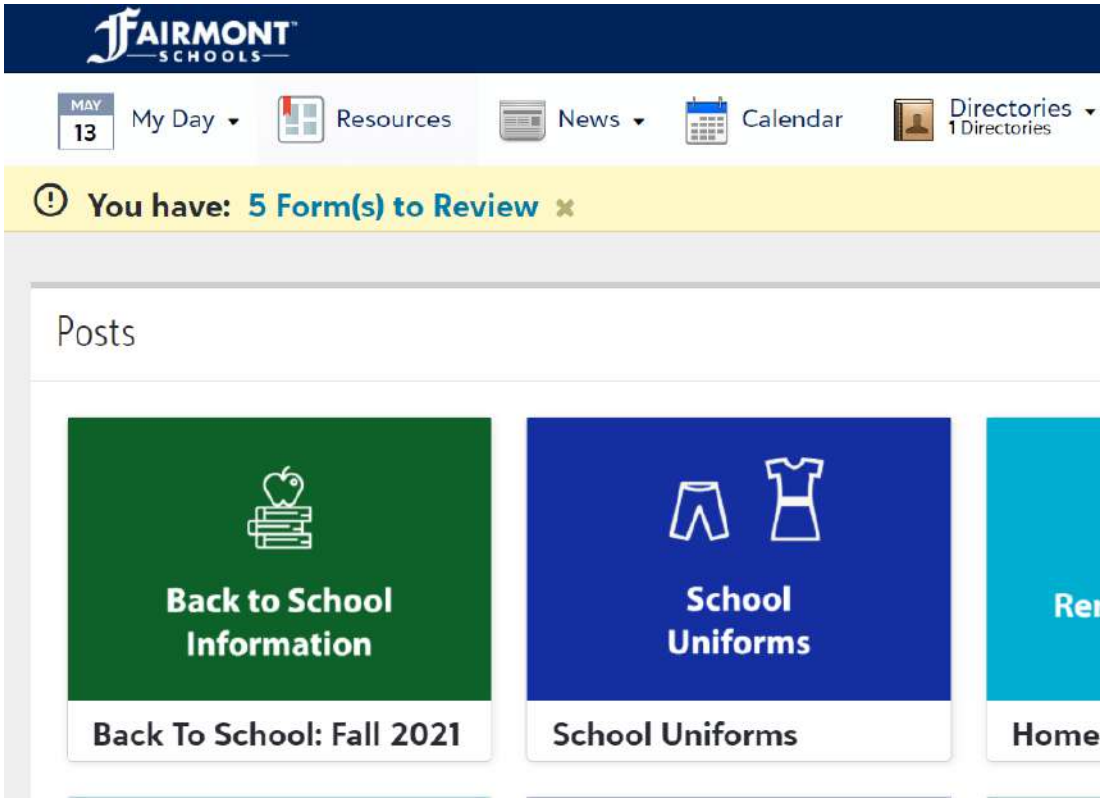


3. Make sure the email address listed is your email address. Click Confirm.




4. Click to select your account. (Note: if you are using a computer or device that has had multiple email accounts logged in at one point, you may have multiple accounts to choose from or need to re-enter your email address.) You will be automatically logged into Blackbaud.






5. Logout of MySchoolApp. On the login screen, enter your full email address in the username field and click Next to login again. Moving forward you will always enter your Fairmont email address to login. If you are not already logged into your email you will then be prompted to login to your Fairmont Google account.