Parish Dashboard RE NXT - Instructions to parishes for access

1. The new user will receive and email stating:

"You have been invited to Blackbaud! - Welcome to Blackbaud!" Inbox view:

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 LinkedIn	PersonalizationMall.com, Knit	
You have been invited to B	ckbaud! - Welcome to Blackbaud! Your organization is ready for you to log in to Analy	ysis and F

2. Open the email, and this screen will display. Click on "Accept Invitation":

Roman Catholic Archbishop of Baltimore. Corporation Sole.				
Accept Your Invite to Blackbaud				
Please accept your new Blackbaud invitation using Blackbaud ID. You'll				
be able to access and leverage your new solution and valuable resources.				
	Accept Invitation			
Please note: your inv	itation expires in 30 days. If you experience any issues with your			

B. The following screen will appear. The parish should enter in the email address they wanted associated with their account, as well as the password that was provided to them.

behalf of Roman Corporation Sole.	Catholic Archbishop of Baltimore, Let's create your account to get
Carted.	a m
s this not you?	om
Password	
	~
 Number Special charce Confirm password 	octer (!, #, %, etc.)
First name	
Jennifer	
Last name test	
y continuing be lackbaud, Inc. Te	low, you are agreeing to the erms of Use and Privacy Policy.

The user will then receive a security code via email they will need to enter here:

Сс	nfirm your account						
We've emailed you a 6-digit code to confirm your identity. Enter it below to continue to your solution.							
	Confirmation code						
	Next						

G. Once logged in, they will go to Raiser's Edge NXT> the "Analysis" icon
 >Fundraising Dashboards > Reporting and click the (+) to open the 2025 AACM Parish Dashboard.

	≡∣	Raiser's Edge NXT	Home	Fundraising -			
	Reporting As of an hour ago						
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Opens	dashboar	d					
Opena	udshbudi	u			~		
Find	in this <mark>l</mark> ist				Q		
Sele	Select all Clear all Only show selected						
AAM Parish Dashboard Dashboard that the parishes can view, restricted to their parish fund. Campaign filters must be updated each year.							
Open	Cancel						

H. The user will then see their parish dashboard displayed in the first blue tab.



I. When signing back into Raiser's Edge NXT:

Go to www.blackbaud.com

Click "Sign In" in the top right corner and enter email and password used when signing up.

