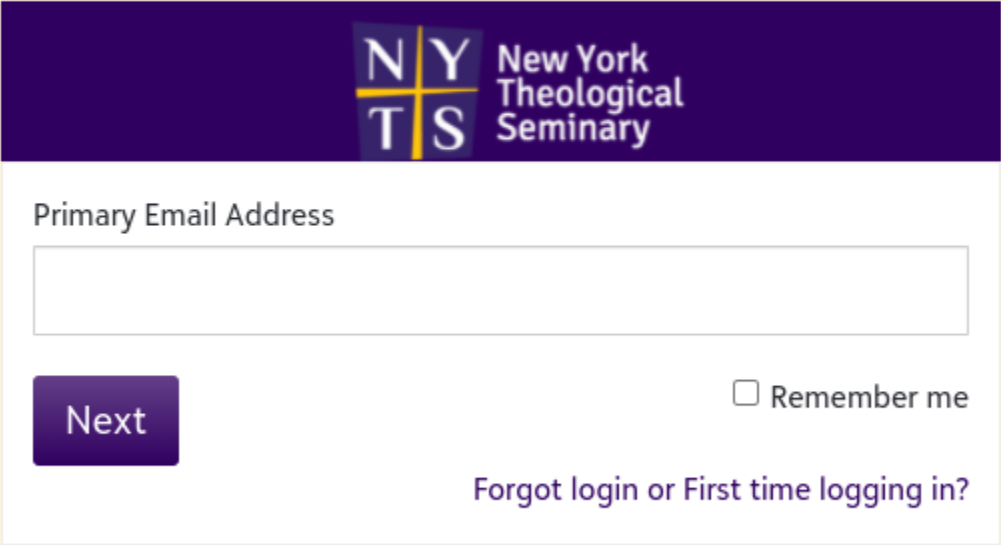


Primer on Registering in the NYTS Blackbaud System

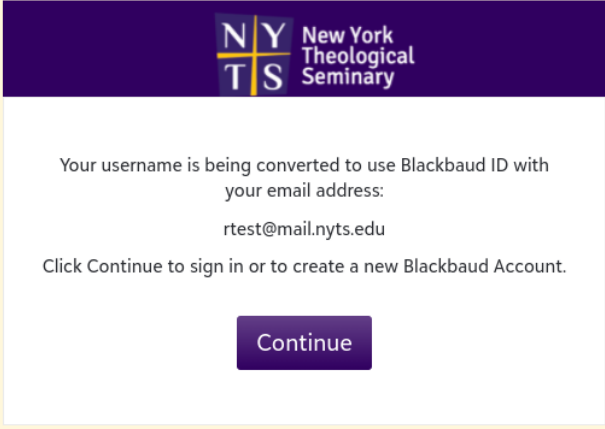
Hello students! This document is a primer on how to connect to the NYTS Blackbaud System. There is also a video that can be viewed here: <https://youtu.be/yOPxNrg6zG0>

- 1) Go to <https://nyts.mycampus-app.com>. There you will find a login screen.



The screenshot shows the login interface for the NYTS Blackbaud system. At the top, there is a dark purple header with the NYTS logo (a cross with 'N' and 'Y' above it, and 'T' and 'S' below it) and the text 'New York Theological Seminary'. Below the header is a white form area. The first section is labeled 'Primary Email Address' and contains a large, empty text input field. To the left of the input field is a dark purple button with the word 'Next' in white. To the right of the input field is a checkbox labeled 'Remember me'. Below the input field and button is a link that says 'Forgot login or First time logging in?' in purple text.

- 2) Type in your nyts Student Email Address (for example, rtest@mail.nyts.edu). Click Next.
- 3) You will see a message saying that your username will be converted to blackbaud id. Click Continue.



The screenshot shows a message screen from the NYTS Blackbaud system. At the top, there is a dark purple header with the NYTS logo and the text 'New York Theological Seminary'. Below the header is a white message area. The message reads: 'Your username is being converted to use Blackbaud ID with your email address: rtest@mail.nyts.edu. Click Continue to sign in or to create a new Blackbaud Account.' At the bottom of the message area is a dark purple button with the word 'Continue' in white.

4) You will be taken to the page you see below:

Sign up

Email address
rreyes@mail.nyts.edu

⚠ This email address uses a Google Account. To continue, select "Sign up with Google."

Password

Must contain at least 8 characters and 3 of the following:
- Capital letter
- Lowercase letter
- Number
- Special character (!, #, %, etc.)

Confirm password

First name

Last name

By continuing below, you are agreeing to the Blackbaud, Inc. [Terms of Use](#) and [Privacy Policy](#).

Sign up

or

Sign up with Google

Already have an account? [Sign in](#)

Welcome back



[Use a different email address](#)

[Need help?](#)

Powered by
blackbaud

OR

5) Click on "Sign Up with Google" or "Sign In with Google."

6) You will then be asked to choose which account to sign in with. Please use your student assigned email address (firstinitial.lastname@mail.nyts.edu, jdoe@mail.nyts.edu for example)

Sign in with Google

Choose an account
to continue to [blackbaud.com](#)

Rafael Reyes III
rafaelr3@gmail.com

Rafael Reyes III
rreyes@mail.nyts.edu

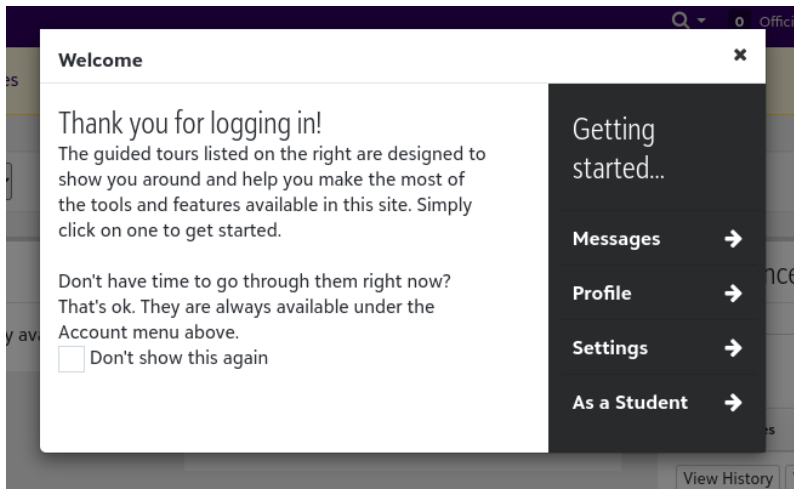
Rafael Reyes III
rreyes@nyts.edu

Use another account

To continue, Google will share your name, email address, language preference, and profile picture with blackbaud.com. Before using this app, you can review blackbaud.com's [privacy policy](#) and [terms of service](#).

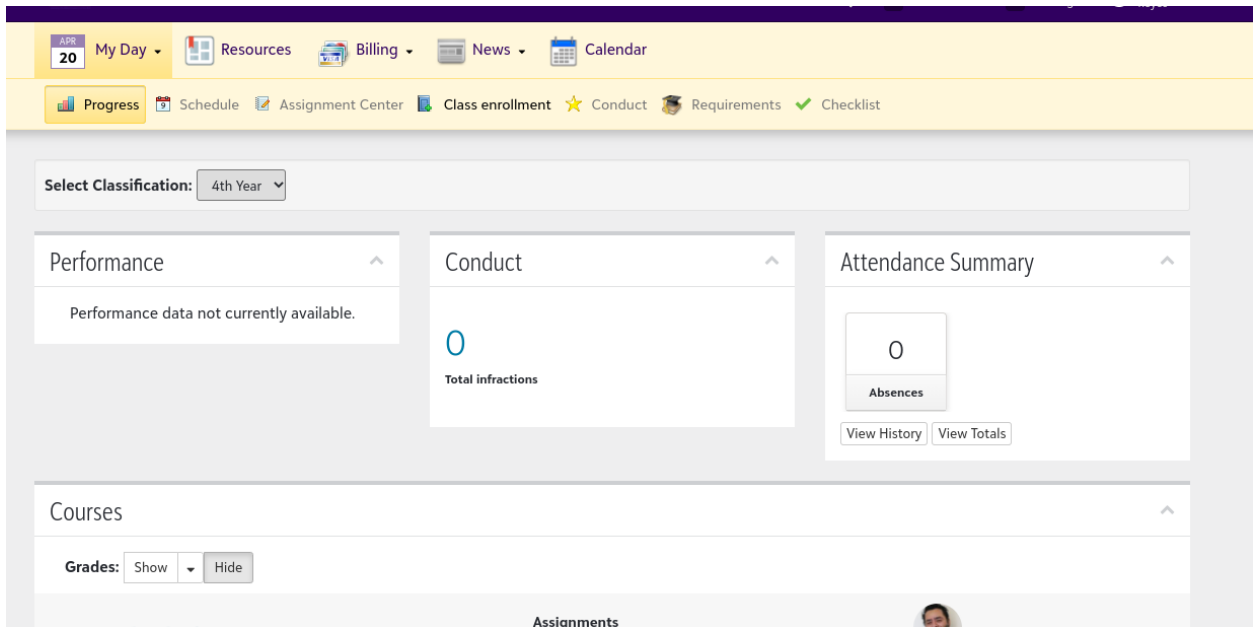
English (United States) ▾ [Help](#) [Privacy](#) [Terms](#)

7) Once you have logged in, you will be introduced to this screen:



Please take some time to look over this section, as it will provide useful information for navigating the system.

8) Once you press on the “x” or close the welcome screen you will be introduced to this page:



From here, click on “class enrollment” in the secondary menu.

9) You will be lead to this page, where you can now enroll for Summer 1 Term courses

The screenshot shows a web browser window with the URL nyts.mycampus-app.com/edu-self-registration/. The page title is "Class scheduler for 2020 - 2021: Summer 1 Term". The navigation bar includes "My Day", "Resources", "Billing", "News", and "Calendar". The main content area contains the following text:

Class scheduler for 2020 - 2021: Summer 1 Term Full-time student requirements
My Advisor

How to Pre-Register for Summer 2021

STEP 1 - Select/Confirm your classes

1. Select courses using the filters below on the left to search.
2. Click "Add section to my cart" from the slideout at right to add the course.
3. IMPORTANT: Repeat steps 1-2 for all class formats (Semester, Term 1, and Term 2) by clicking "Switch term" above.
4. Click "Finish enrolling" at the bottom when you are done selecting all Semester, Term 1, and Term 2 classes.

STEP 2 - Make Appointments with your academic advisor and with financial aid

1. To make an appointment with your advisor, please email them
2. Next, make an appointment to see financial aid by emailing Tamisia White at twhite@nyts.edu

STEP 3 - Meet with your advisor and financial aid

Please make careful note of your appointment times and be on time. It is highly disruptive when students miss these appointments and makes it harder for us to serve you well, so help us to help you by being on time. If you need to cancel or change an appointment, please email to let them know.

STEP 4 - Reach out to the professor

After you complete the steps above, please reach out to your professor, introduce yourselves, and request any necessary information prior to the course starting.

The screenshot shows a course selection interface with two main sections:

- Available courses:** A search bar with "All Courses" selected and a search input field containing "Search by course code or title...".
- My courses:** A list of selected courses for the Summer 1 Term. It shows "2 Courses" and "6 Credits" with a note "Maximum of 6 credits allowed". One course is listed: "THU3803: Queer Theologies, Section 1" with "3 credits" and "Random" listed below it.

Follow the instructions under the title "Class Scheduler for 2021-2022 Term"

10) Once done, you will now be registered for the courses you have selected.

Please view the video for any additional instructions which can be found here:

<https://youtu.be/yOPxNrg6zG0>