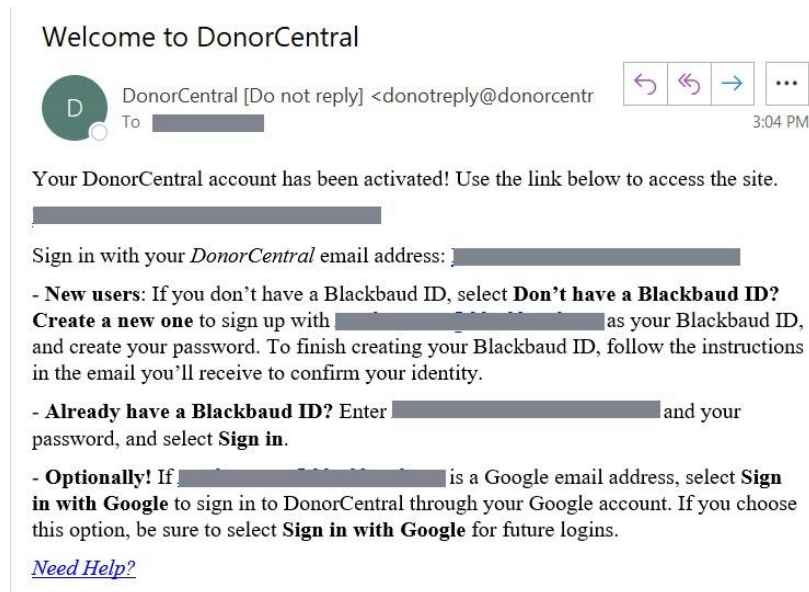


Registering in DonorCentral NXT: A step-by-step guide for donors

Once an administrator has set up your account for **DonorCentral NXT**, you will receive an email with instructions on logging in for the first time. It should look something like this, although different organizations will format the email differently:



The email will come from the address donotreply@donorcentral.com. If you don't see it in your inbox, check your spam and other folders in your email inbox to see if it got caught in a filter. Click the link to access the site.

You'll see the following sign-in screen in a web browser window. If you already have a Blackbaud ID from using other Blackbaud products, you can enter your existing Blackbaud ID and Password in the top section. Otherwise, select **Don't have a Blackbaud ID? Create a new one**.

Blackbaud ID

Sign in to continue

Blackbaud ID
email address e.g. name@domain.org

Password

[Forgot password?](#) Remember my email

Sign in

Sign in with Google

[Don't have a Blackbaud ID? Create a new one](#)

[Need help? Can't find your product sign-in?](#)

**Already have Blackbaud ID?
Sign in here.**

**Don't have Blackbaud ID?
Sign in here.**

Optionally, if you are using a Google email address, you can select **Sign in with Google**. If you choose this option, be sure to select **Sign in with Google** for future logins.

If you chose to create a Blackbaud ID account, follow the instructions on the next screen. **Make sure to use the same email address where you received your login instructions.** The interface will let you know if you are skipping a step or entering an insecure password.

Create a Blackbaud ID

This will be your Blackbaud ID *

Password *

 ✓

- Requires 8 characters or more,
- including 3 of the following:
✓ - Capital letter
✓ - Lowercase letter
✓ - Number
✓ - Special character (!, #, %, etc.)

Confirm password *

 ✓

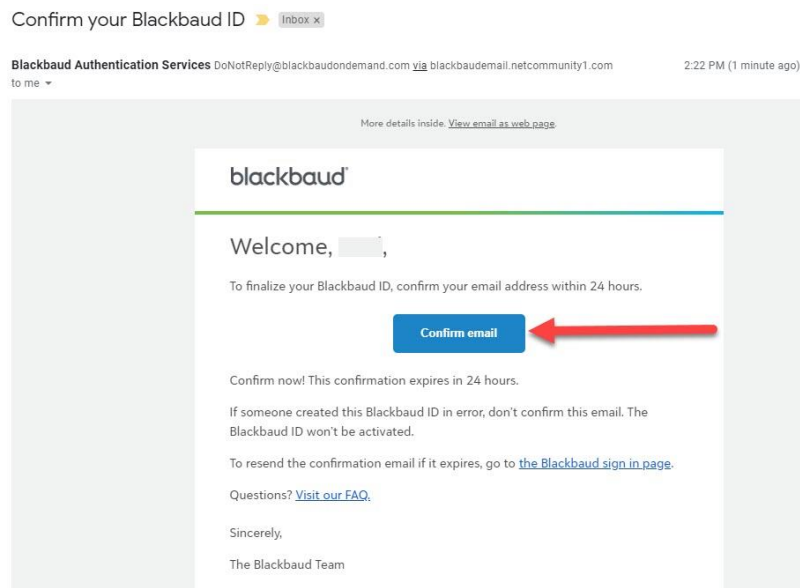
First name *

Last name *

By continuing below, you are agreeing to the Blackbaud, Inc. Terms of Use and Privacy Policy.

[Sign up](#)

Once you select **Sign up**, another email will be sent to your inbox with the subject “Confirm your Blackbaud ID.” Open it within 24 hours and select **Confirm email** to verify your new BBID account.



Congratulations, you're all set up! You can now use your email address and password to sign in to DonorCentral NXT. For more help, see the [DonorCentral donor help guide](#).