Conversion to **Blackbaud ID** for **My Hunter**

Previously parents were only required to use a standard username in order to log into the school website. For example, if your name is Polly Parent, then your username would be ‘pollyparent’.

Before the end of the 2021-2022 school year the school will be moving all parents to a more secure login process which will utilize Blackbaud’s latest login system called **Blackbaud ID**. With this new system you will no longer use your old username. You will use your full email address as your username. For example, ‘pollyparent4@gmail.com’.

Below is an illustration of the process to convert your HCCS login and create a new **Blackbaud ID**. Once we select your account for conversion, the next time you try to log in with your old username the site will begin the process.

For extra assistance you may contact us at techhelp@hunterschools.org

Go to [https://www.hunterschools.org/](https://www.hunterschools.org/) and click on My Hunter to take you to the login screen. Then enter your regular username in to the field.

Click on Next. You will then get a message stating that your username is being converted to use Blackbaud ID.

Click Continue. The next screen will ask you to Sign in with a password.
Create a Blackbaud ID – Sign up

This is where you will create a Blackbaud ID. There are two options in order to create a Blackbaud ID depending on what type of email address you are using.

**Option 1:** You can use this option with any type of email account. Fill out the Sign up form and then click the Sign up button.

**Option 2:** If you are using a Gmail account you can use the “Sign in with Google” option to authenticate into the school site. If you pick this option you can then skip to the instruction page titled “Sign in with Google”.

**Option 1: Any email account (Hotmail, Outlook, Gmail etc.)**

Enter in a **new password** and **your first and last name** then click **Sign up**.

Password requirements:
- Minimum of 12 characters long
- Cannot contain a space or hyphen
- Must contain at least three of the following:
  - Capital letter
  - Lowercase letter
  - Number
  - Special character ( ! @ # $ , % ^ & * _ )

**Warning:** The pound symbol (£) is not recognized and should not be used in a Blackbaud ID password.

**Option 2: Gmail (only)**

If you have a Gmail account you have the **option** of using the “Sign in with Google” feature. **Go to Page 4** if you pick this option.
Option 1:
The next page will instruct you to confirm your identity.

A confirmation email will be sent to you. Check your email, then click on the “Confirm” button to continue.

Once confirmed you will be taken back to the main login screen. Enter in your full email address and click Next. You’ll be taken to a login screen to enter in the password you just created for the school site then click Sign in.

All Future Logins (For Option 1)
This is how you will log into the school website from now on. Enter your full email address as your username then enter your password on the next page.
“Sign in with Google” (Option 2)

If you use the “Sign in with Google” option you will be taken to your standard Google login page or if you are already logged into your Google account then you may be immediately logged into the school website.

If you are not logged into your Google account will be asked to log into it.

All Future Logins (For Option)

Shown below is how you will log into the school website from now on. Enter your full email as your username, click Next, then Sign in with Google on the next page.
If you have multiple Google accounts logged in at the same time in Google Chrome.

Many folks who wish to use the “Sign in with Google” option and use Google Chrome with multiple Google accounts logged in at the same time may encounter some issues when logging into the school site.

If you are presented with the following page, under normal circumstances you may click on HCCS Google G Suite button to log back in to the site. (This may appear if you have been idle for a while and site logged you out automatically)

Welcome back

Sign in with

HCCS Google G Suite

Use a different email address

Need help?

Powered by
blackbaud

However, there may be times when the site will get confused as to which Google account to authenticate with if more than one is currently logged in within the same web browser session. If that happens you may get an Authorization Error page.

Authorization Error

Error 403: org_internal
This client is restricted to users within its organization.
If that is case the work around would be to use the second option from the previous page, “Use a different email address”.

You’ll be brought to a screen which will give you the option to Sign in with Google. Then select the appropriate email address you use to sign into HCCS.