

Creating a New Blackbaud User

To set up a new user in Blackbaud:

1. Go to **Core / Users**, and click **Add New User**.
2. Fill in the required fields: **First Name**, **Last Name**, and **Username**.
3. Open the newly created user to edit them.
4. Go to the **Access** tab and select **Role Membership**.
5. Select the appropriate roles — e.g., **PickAtime Manager**, **Platform Manager** — then click **Save**.

Revision #2

Created 2026-04-08 22:38:21 UTC by Tara Cicora

Updated 2026-06-21 21:23:49 UTC by Anne Taves