

Achieve Success with Blackbaud Tuition Management™

Blackbaud Tuition Management (K-12) Project Prep Checklist

We are excited to be partnered with you on your Blackbaud Tuition Management project! We have developed a best practice checklist to help ensure your team is ready to begin your implementation project. Please work through the action items below to prepare for your project.



Create a Blackbaud ID

Each user will need a Blackbaud ID (BBID) to access Blackbaud.com, Blackbaud University, and Customer Support. Your initial organization administrator will receive an email invitation prompting them to accept their BBID. They can then [invite other admins](#) or [invite other users](#).



Complete the Tuition Management and Integration Workbook

This workbook serves as a tool for your Blackbaud Tuition Management Project. It is designed to assist you in making important organizational decisions.

When paired with your design session with your Business Consultant, you will be able to better integrate, analyze, and communicate with your families.

[Download the Workbook](#)



Confirm Enrollment Plans

Think about how you want to enroll your parents into Blackbaud Tuition Management. The four different ways you can do so are:

- Manually
- Import spreadsheets
- Direct parents to the website to input their information
- Enrollment management transfer if you own Blackbaud Enrollment Management System



Gather Bank Account Information

Please note that you (or a member of your organization) will need to have your organization's bank account information to link within Tuition Management. You will need to input your checking and routing numbers in Blackbaud Tuition Management so you can process tuition payments and fees.