

**If this is your first time logging in, creating an account, or starting an application:**

**Step 1:** Navigate to the ASMSA Application Page and click “Application Portal”

**Step 2:** On the page that appears, click “Create Account”

**ARKANSAS SCHOOL**  
FOR MATH, SCIENCES, + THE ARTS

### Create an Account

You must create an account before you begin your application. Please remember the email and password that you choose when creating your account.

[Create Account](#)

### Already have an account?

[Next](#)

[Forgot login or First time logging in?](#)

**Step 3:** Enter Candidate Information – at ASMSA, the Candidate is the **student** who is applying for admission.

For Entering Grade select the grade your student is applying to start at ASMSA:

Current 9th grade student → Entering Grade = 10th Grade

Current 10th or 11th grade student → Entering Grade = 11th Grade

The image shows a screenshot of the ASMSA 'Create an Account' form. The form is titled 'Create an Account' and includes the ASMSA logo and the text 'FOR MATH, SCIENCES, + THE ARTS'. Below the title, it says 'Enter the following required information to continue'. The form contains several fields, each with a red arrow pointing to it from a label on the right:

- \* Candidate First Name**: A text input field. Label: Student's First Name
- \* Candidate Last Name**: A text input field. Label: Student's Last Name
- Candidate Preferred Name**: A text input field. Label: Student's Preferred Name. Below the field, it says 'Leave blank if no preferred name.'
- \* Candidate Date of Birth**: A date input field. Label: Student's Birthday
- \* Entering Year**: A dropdown menu with '2025 - 2026' selected. Label: Student's Birthday
- \* School Level**: A dropdown menu with 'ASMSA' selected.
- \* Entering Grade**: A dropdown menu with '-- Select an Option --' selected. Label: Select Your Option (see above)

**Step 4:** Enter Adult Account Holder Information – this will be information for the parent/guardian of the student applying for admission.

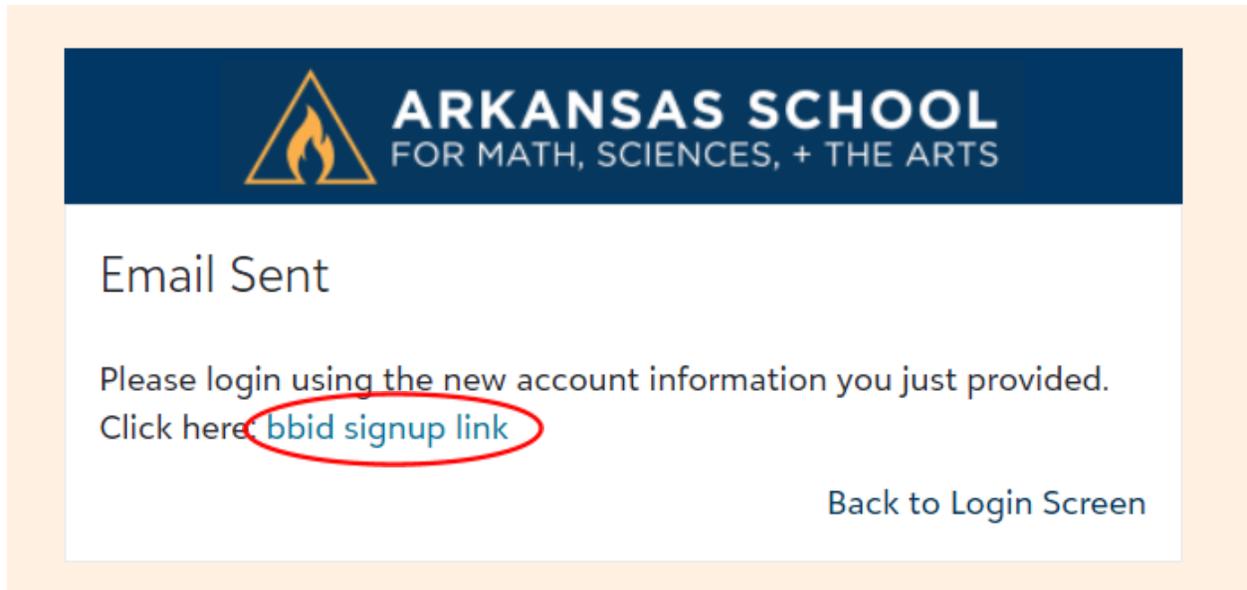
The image shows a registration form titled "Adult Account Holder" with the following fields and labels:

- \* Your First Name:** Input field containing "Dolphin". A red arrow points from the text "Adult's First Name" to this field.
- \* Your Last Name:** Input field containing "Parent". A red arrow points from the text "Adult's Last Name" to this field.
- \* Your Login Email:** Input field containing "phinparent@gmail.com". A red arrow points from the text "Adult's Email" to this field.
- \* Relationship To Candidate:** A dropdown menu with "Guardian" selected.
- reCAPTCHA:** A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and "reCAPTCHA Privacy - Terms" link.
- Agreement:** A checkbox followed by the text: "\* I agree to [terms of use](#) and [privacy](#) and to comply with COPPA, I affirm that I am 13 years or older."
- Create Account:** A dark blue button at the bottom right.

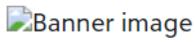
You will need to have access to the **adult's email account** in order to continue. Do not enter a student email at this time! Do not use a school domain or school email address, even for an adult's email.

Once you have confirmed all information is correct, **click "Create Account."**

**Step 5:** You will be directed to a page asking you to login using the account information you just provided. Click “bbid signup link” to proceed.



You are now directed to a Blackbaud page. Blackbaud is the service that hosts our application. Enter the adult email address you used above and click “Continue”. *We do not recommend logging in with Google or Apple!*



Sign in or sign up

Enter your email address.

Email address  
phinparent@gmail.com

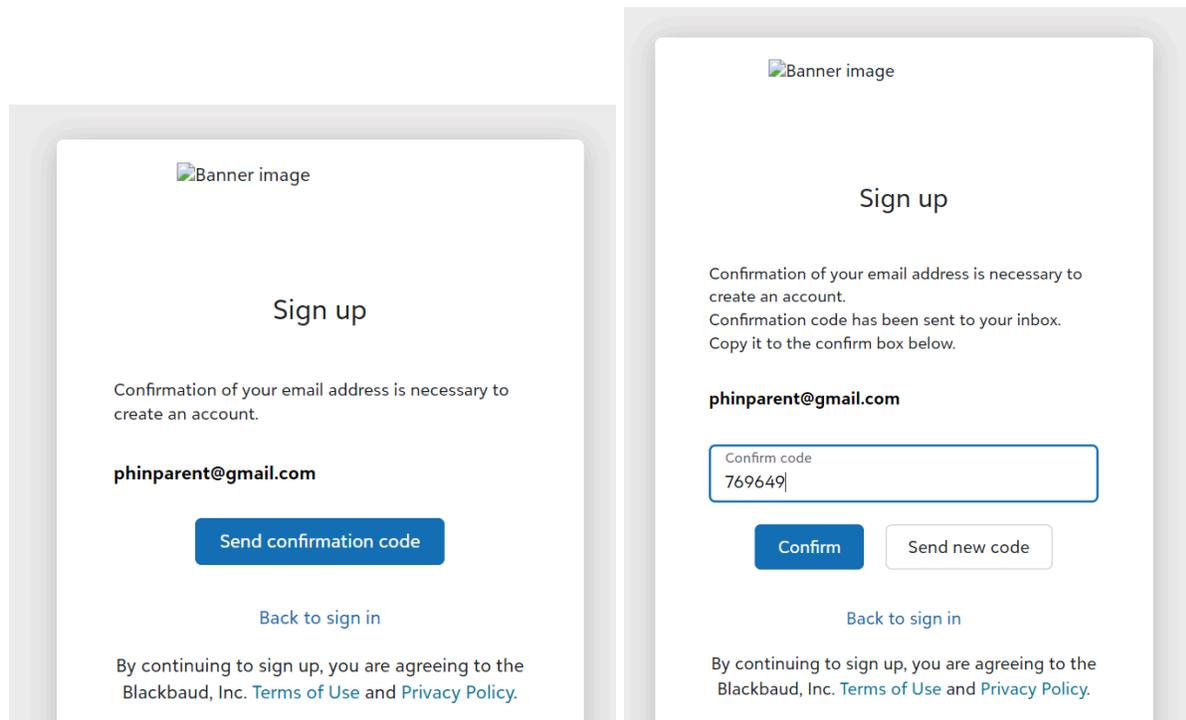
Remember my email

[Continue](#)

\_\_\_\_\_ or \_\_\_\_\_

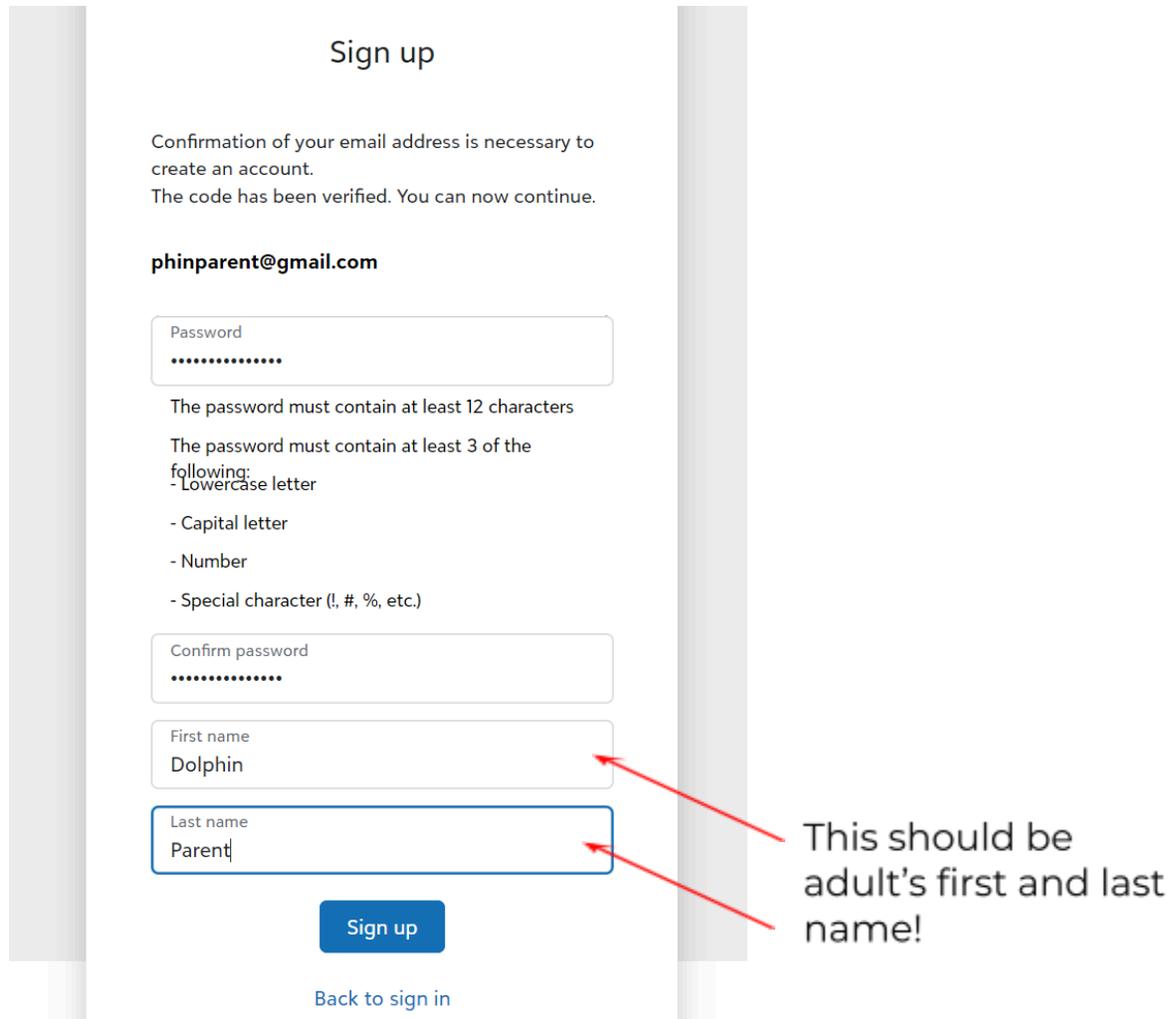
Adult's Email  
Should match what  
you put on the  
account creation  
page.

**Step 6:** Click “Send confirmation code” to send a confirmation email to the email address provided.



Enter the code you have been sent in the box as shown and click “Confirm”. Remember, your code will be different than what is shown in the screenshot!

**Step 7:** Create a password for your account that is associated with the Adult email. Make a note of this password! You will need it to access the ASMSA application and checklist again!



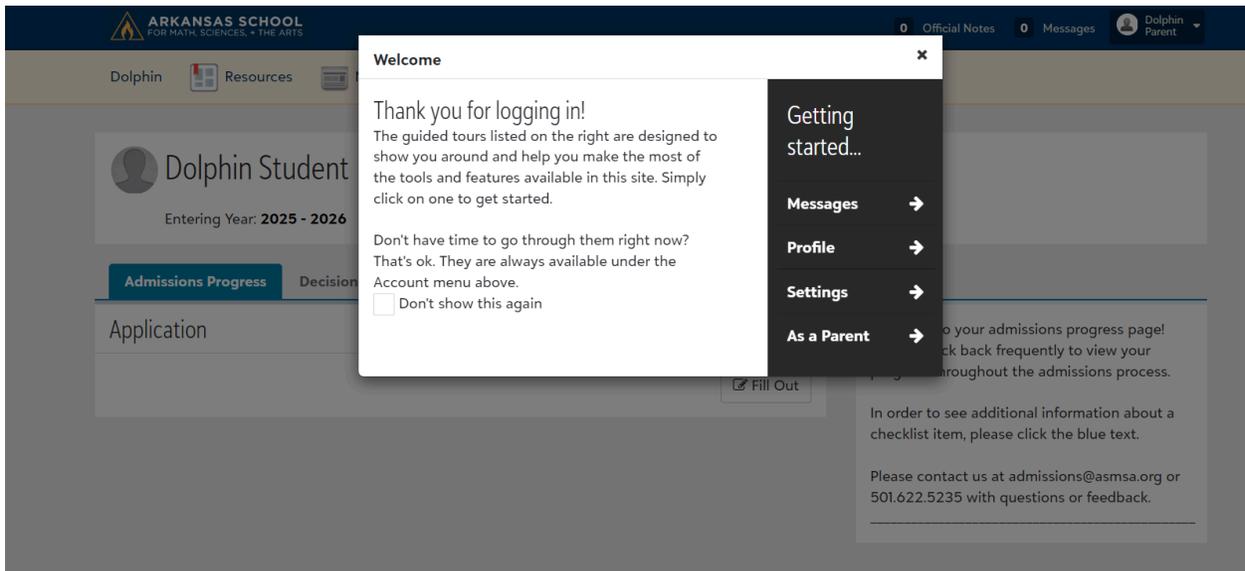
The image shows a 'Sign up' form with the following elements:

- Sign up** (Section Header)
- Confirmation of your email address is necessary to create an account.  
The code has been verified. You can now continue.
- phinparent@gmail.com** (Email address)
- Password** (Input field with masked characters)
- The password must contain at least 12 characters
- The password must contain at least 3 of the following:
  - Lowercase letter
  - Capital letter
  - Number
  - Special character (!, #, %, etc.)
- Confirm password** (Input field with masked characters)
- First name** (Input field with 'Dolphin')
- Last name** (Input field with 'Parent')
- Sign up** (Blue button)
- [Back to sign in](#) (Link)

Two red arrows point from the text 'This should be adult's first and last name!' to the 'First name' and 'Last name' input fields.

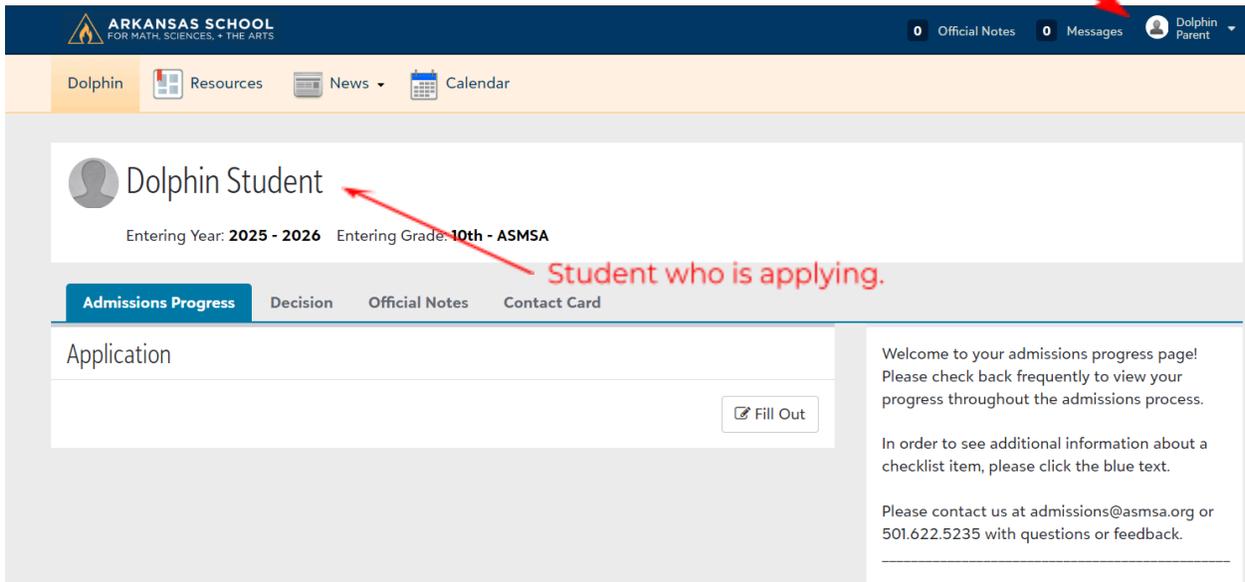
Once you have entered a password, click "Sign Up."

**Step 8:** You're now directed back to the ASMSA application screen.



If you choose to follow the guide, Blackbaud will walk you through key areas of the dashboard screen.

Adult Account Holder



This main page is where you will find the Admissions Checklist which will be assigned by our office after your account is created. Right now, you can continue with the application form.

**Step 9:** To open the application and begin completing the information, click “Fill Out”. The application will save your progress and you can return to it at any time.

The screenshot shows the top navigation bar with the school logo and name, and user account information. Below is a secondary navigation bar with links for Dolphin, Resources, News, and Calendar. The main content area features a student profile for 'Dolphin Student' with entering year '2025 - 2026' and grade '10th - ASMSA'. A progress bar shows 'Admissions Progress' as the active step, with other steps being 'Decision', 'Official Notes', and 'Contact Card'. Under the 'Admissions Progress' section, there is a 'Fill Out' button circled in red. To the right, a welcome message and contact information are displayed.

The screenshot displays the application form titled 'Application to Attend ASMSA - Due March 1, 2025'. It features a series of tabs for different sections: Introduction, Candidate Information, Family Information, Sending School Information, Academic and Community Involvement, Essay, Signature, and Confirmation. The 'Introduction' tab is currently selected. Below the tabs, a welcome message and instructions are provided, followed by a list of three key points to remember. A 'Next' button is located at the bottom left of the page.

**If you've already created an account and want to return to work on the application:**

**Step 1:** Navigate to the ASMSA Application Page and click "Application Portal"

**Step 2:** On the page that appears, enter the **Adult Account Holder email** that you used when you created the account and click "Next".

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FOR MATH, SCIENCES, + THE ARTS

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[Create Account](#)

**Already have an account?**

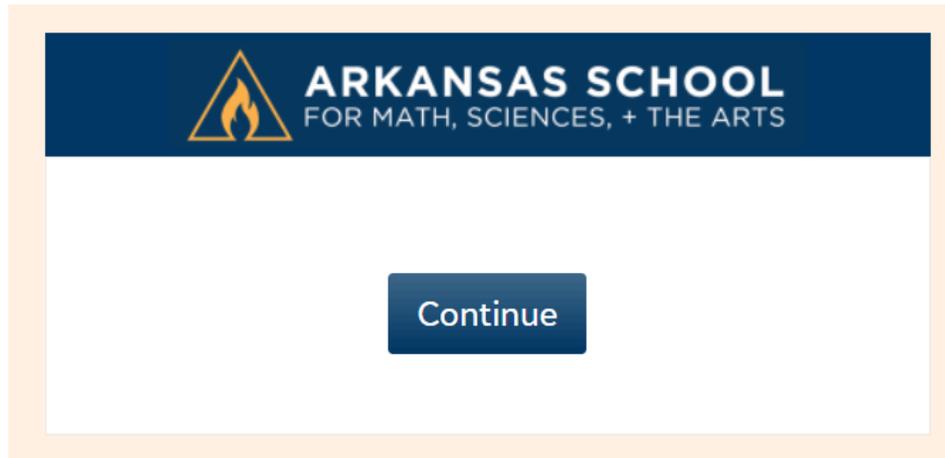
phinparent@gmail.com

**Next**

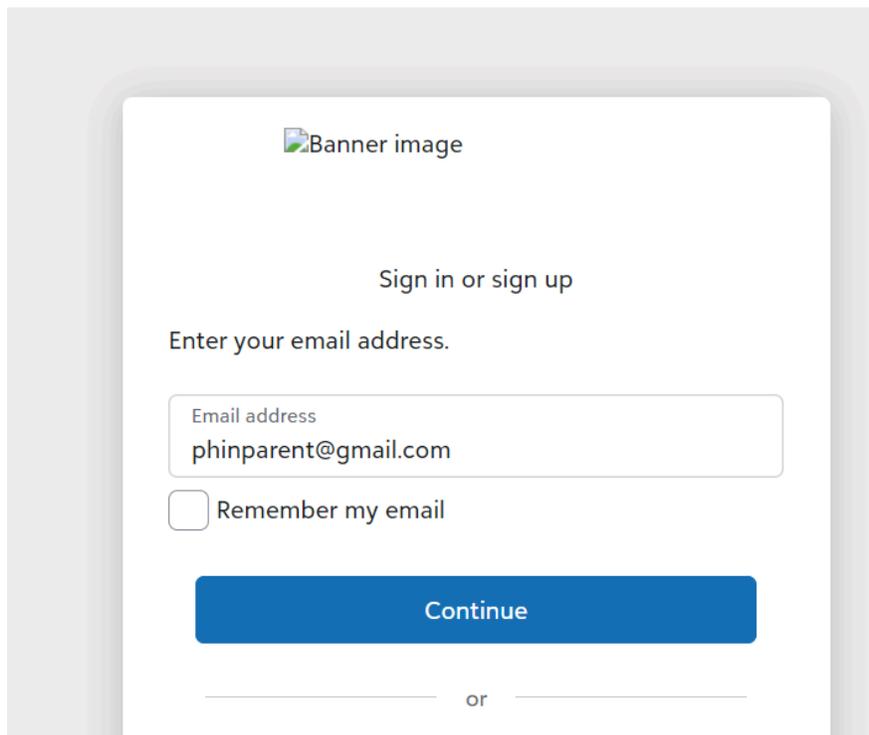
[Forgot login or First time logging in?](#)

If you have forgotten the password you used with the adult account holder email, then click "Forgot Login."

**Step 3:** On the ASMSA page that appears, click “Continue”...



You will now be directed to Blackbaud, make sure that the email address is the adult account holder and click “Continue”. You will be prompted to sign in with the password you created.



**Step 4:** Once you sign in, you will be directed to the page for your student! From here, you can resume the application process. Our office will have assigned your student an admissions checklist for 2025-2026.

ARKANSAS SCHOOL  
FOR MATH, SCIENCES, & THE ARTS

0 Official Notes 0 Messages Dolphin Parent

Dolphin Resources News Calendar

Dolphin Student  
Entering Year: 2025 - 2026 Entering Grade: 10th - ASMSA

Admissions Progress Decision Official Notes Contact Card

### Checklist

Milestone	Due	Received
<input checked="" type="checkbox"/> <b>Application Form</b> Complete this step on your checklist by 12/1/2024 and our office will send you a voucher to take the ACT for free. All checklist steps must be completed by 3/1/25.	3/1/2025	--
<input checked="" type="checkbox"/> <b>Educator Recommendation Form</b> Please send this request to an educator/community leader outside of your family who can speak to your academic abilities within the last two years.	3/1/2025	--
<input checked="" type="checkbox"/> <b>Art P.O.D. Teacher Recommendation - optional</b> Complete this recommendation only if you are applying for the Art P.O.D. pathway.	3/1/2025	--
<input checked="" type="checkbox"/> <b>Music Teacher Recommendation Form - optional</b> Complete this recommendation only if you are applying for the Music P.O.D. pathway.	3/1/2025	--

Welcome to your admissions progress page!  
Please check back frequently to view your progress throughout the admissions process.

In order to see additional information about a checklist item, please click the blue text.

Please contact us at [admissions@asmsa.org](mailto:admissions@asmsa.org) or 501.622.5235 with questions or feedback.

**Other Checklist Items  
Read Descriptions for  
More Information**

Click "Continue" to continue with the application form. You can also review and start other checklist items.

**The application form and all required checklist items must be completed by March 1, 2025.**