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"

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

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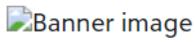

You will need to have access to the **adult's email account** in order to continue. Do not enter a student email at this time! Do not use a school domain or school email address, even for an adult's email.

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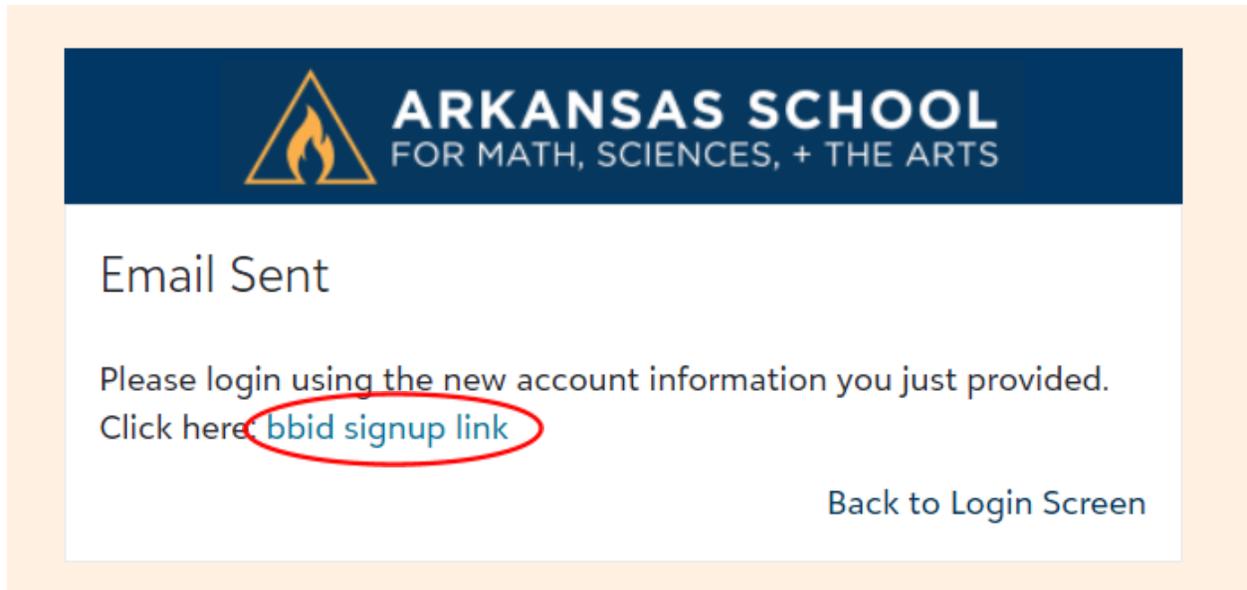
You are now directed to a Blackbaud page. Blackbaud is the service that hosts our application. Enter the adult email address you used above and click "Continue". We *do not recommend* logging in with Google or Apple!

Step 6: Click "Send confirmation code" to send a confirmation email to the email address provided.
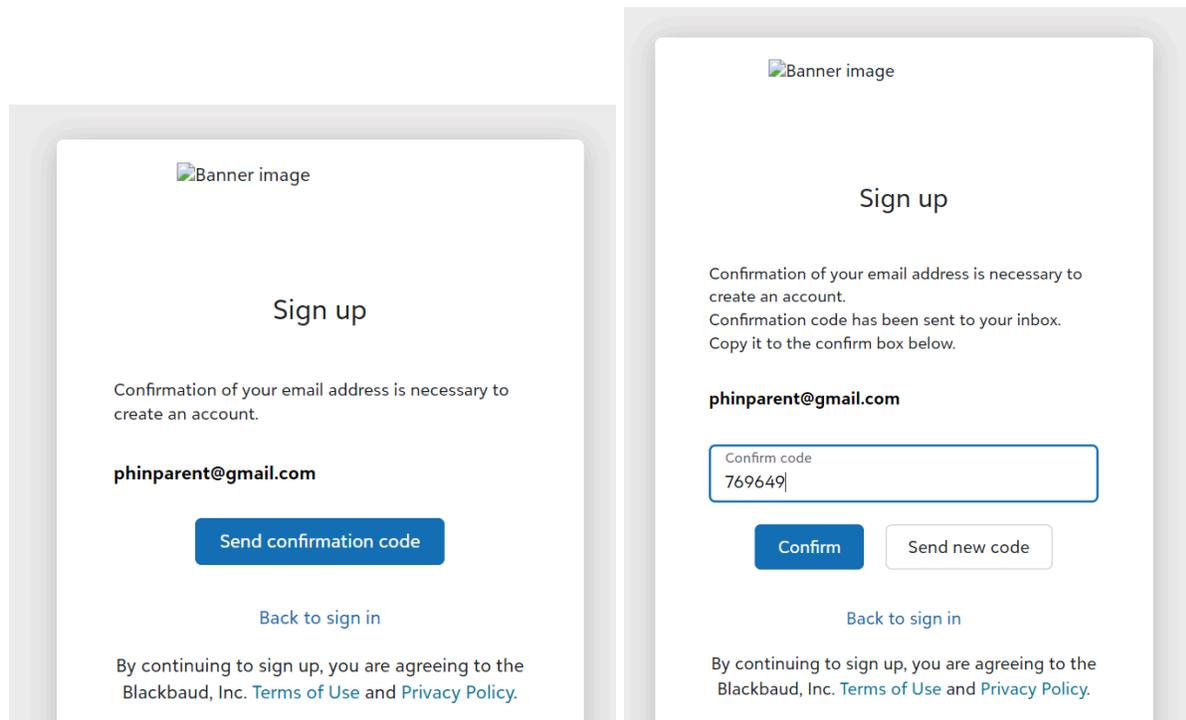
Enter the code you have been sent in the box as shown and click "Confirm". Remember, your code will be different than what is shown in the screenshot!

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!
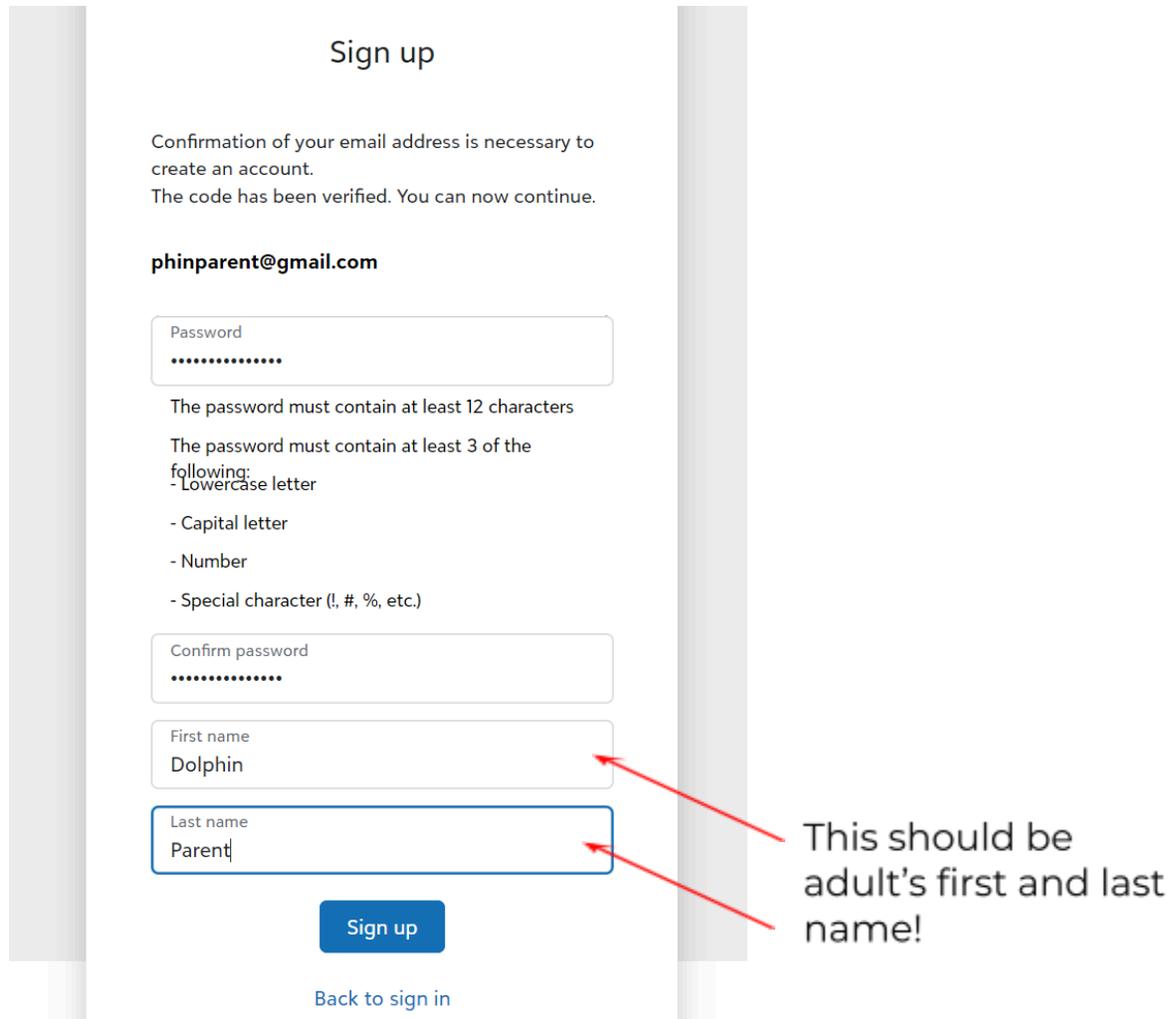
Sign up

Confirmation of your email address is necessary to create an account.
The code has been verified. You can now continue.

phinparent@gmail.com

Password
••••••••••••••

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
••••••••••••••

First name
Dolphin

Last name
Parent

Sign up

Back to sign in
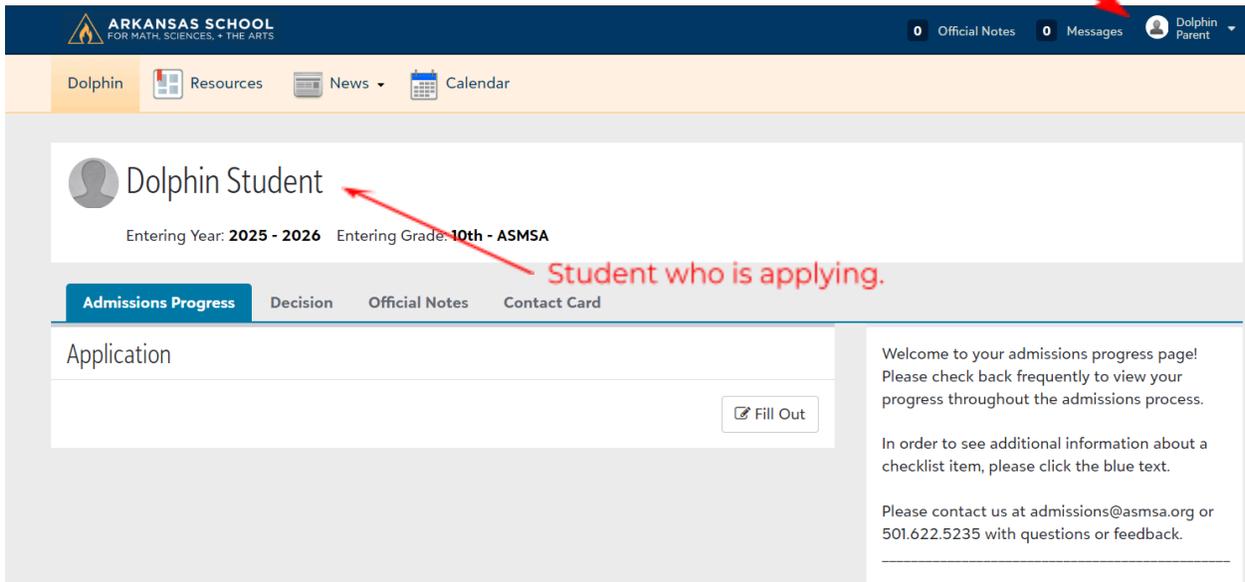
This should be adult's first and last name!

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

Step 8: You're now directed back to the ASMSA application screen.
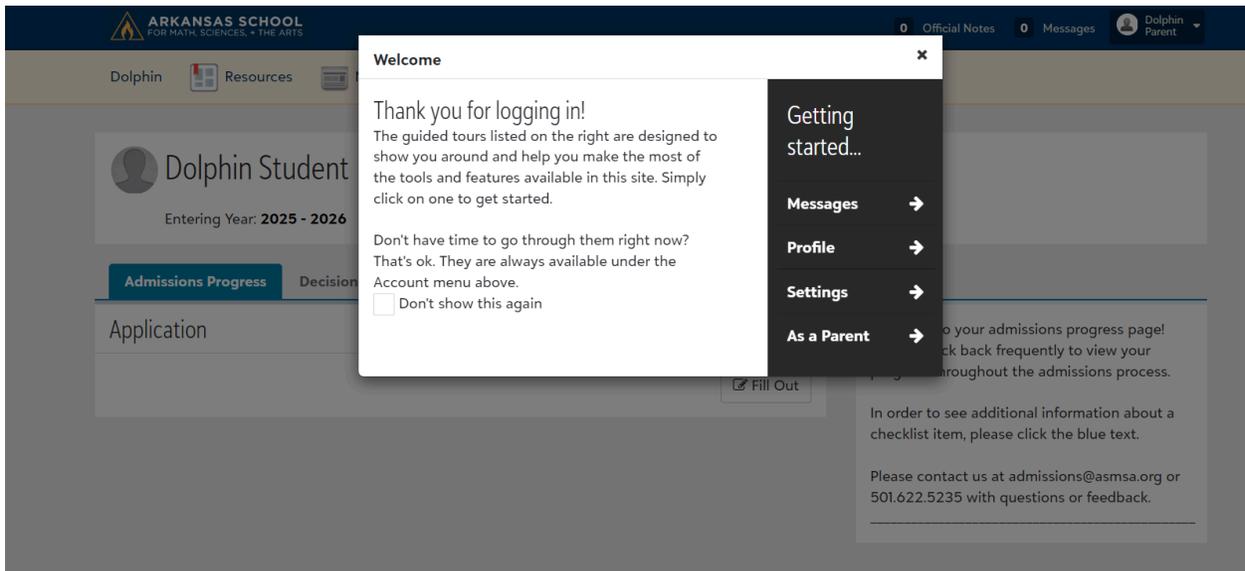
If you choose to follow the guide, Blackbaud will walk you through key areas of the dashboard screen.

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.

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".

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"...
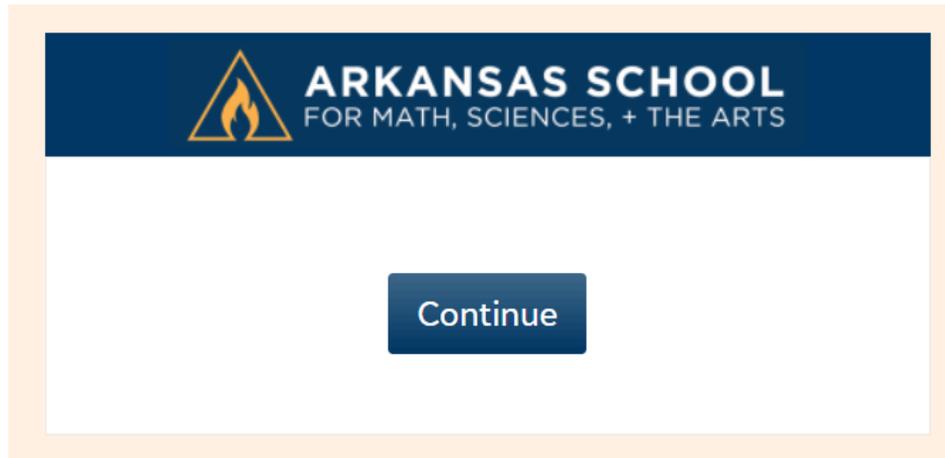
You will now be directed to Blackbaud, make sure that the email address is the adult account holder and click "Continue". You will be prompted to sign in with the password you created.
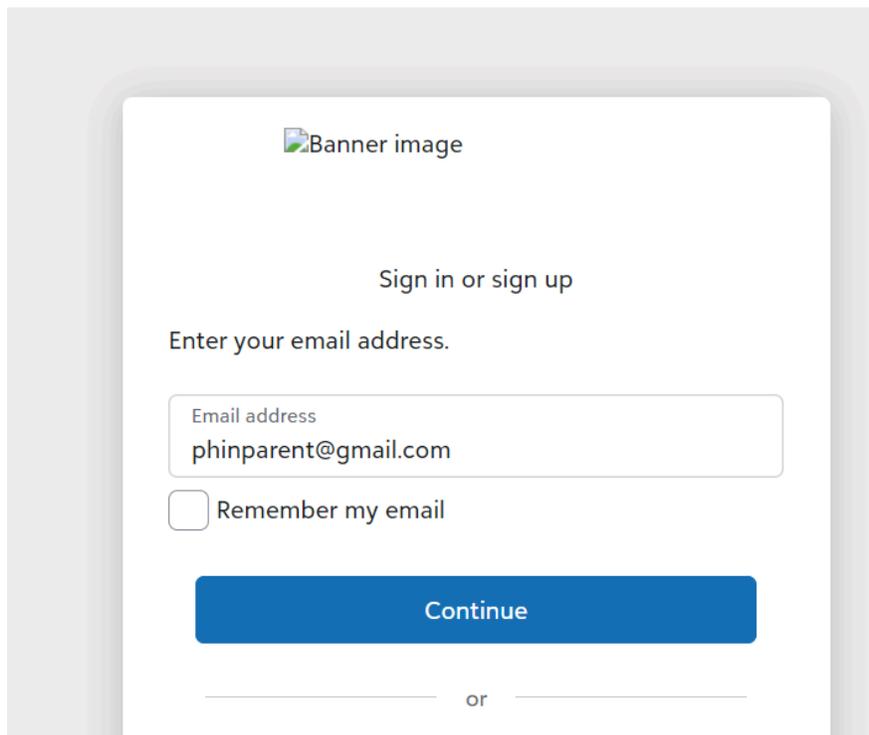
Step 4: Once you sign in, you will be directed to the page for your student! From here, you can resume the application process. Our office will have assigned your student an admissions checklist for 2025-2026.

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.