

How to Set Up Your New MyBay Login

To complete the steps for enrollment, you will need to set up an account in MyBay, our school platform for student and family information. Be sure to complete the steps below by the deadline noted in your Bay School acceptance letter.

1. Open the email from The Bay School inviting you to Connect to The Bay School of San Francisco. (The email will be sent via Blackbaud from **bayschoolsf@myschoolapp.com**. Double-check your spam/junk folder.)

2. Accept the invitation.

3. You will be redirected to a sign-up page (with the Bay School logo in the upper-left corner). You have two options:

Option 1: Enter the email address you want to use with The Bay School. Choose a password, and fill out your first and last name. Select “Sign up.”

Option 2, for GMAIL USERS:

If you have a Gmail account, you can sign up with Google. Select the “Sign up with Google” button at the bottom of the screen. (If you select this option, you will sign in using credentials managed in Google and step 4 is not required.)

4. If you selected Option 1, you will be prompted to confirm your account with a six-digit code. This code has been sent to your email account, with the subject line, “Verify your email address.” To confirm your account, type in the six-digit code and select “Next” to continue.

Sign up

The screenshot shows a sign-up form with the following fields and options:

- Email address:** [YOUR EMAIL ADDRESS]
- Password:** CHOOSE PASSWORD. Below this field, it states: "Must contain at least 12 characters and 3 of the following: - Capital letter, - Lowercase letter, - Number, - Special character (!, #, %, etc.)"
- Confirm password:** CONFIRM PASSWORD
- First name:** FIRST NAME
- Last name:** LAST NAME

Below the form, there is a red "Sign up" button. Underneath the button, the word "or" is centered. Below "or" is a button with the Google logo and the text "Sign up with Google".

Annotations on the image:

- OPTION 1:** A red arrow points from the text "OPTION 1" to the Password, Confirm password, First name, and Last name fields.
- OPTION 2:** A blue arrow points from the text "OPTION 2" to the "Sign up with Google" button.

Questions about MyBay?

Email techhelp@bayschoolsf.org

Questions about enrollment agreements?

Contact Dorothy Jones at djones@bayschoolsf.org

Questions about FACTS?

Contact Ellen Beller at ebeller@bayschoolsf.org