# MyBancroft Login, Contract and Smart Tuition Instructions

## Login to MyBancroft

1. Go to https://bancroftschool.myschoolapp.com — We highly recommend bookmarking this website address for your convenience.

2. Click "First time logging in?" in the bottom right-hand corner.

3. When prompted, enter your email address that is associated with your student's contract. The account username has been set to this email address.

4. Check off the Password box to request a password to be sent to your email address.

   The email containing the requested information will be sent in separate emails from: **bancroftschool@myschoolapp.com**. Please be sure to add this email address to prevent communications from MyBancroft from being filtered to your SPAM.

   a. One email will contain your username. *Save this in a safe place.*

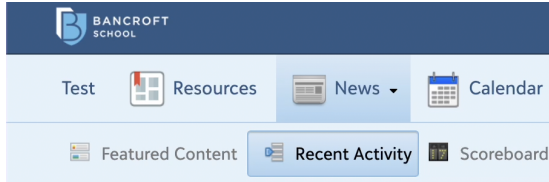   b. The second email will provide a link to create/reset your password. *Save this in a safe place.*

   Return to https://bancroftschool.myschoolapp.com and use your new credentials to log in!

## Complete your Bancroft Contract

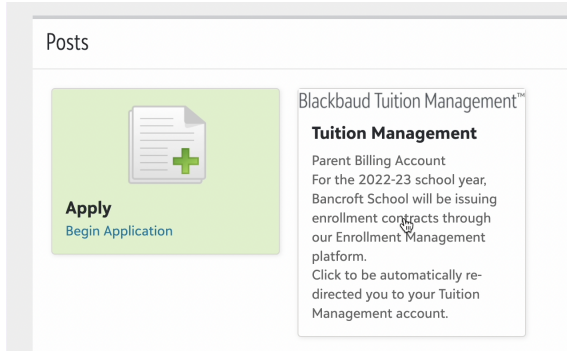1. Navigate to https://bancroftschool.myschoolapp.com (or use the bookmark you created earlier) and login.
2. At the top, click on the yellow banner "You have: 1 Contract to Review"
3. On the next page scroll to the bottom, verify the contract is for the right student and click "Next". Fill out the required fields as necessary.

## Link Your Smart Tuition account

1. Click on the "Resources" tab at the top of MyBancroft



2. On the next screen, click on the "Blackbaud Tuition Management" post.



3. If you are a returning family, enter in your Smart Tuition username and password if prompted. If you are a new family to Bancroft, click "I am a first-time user" and fill out the required fields.