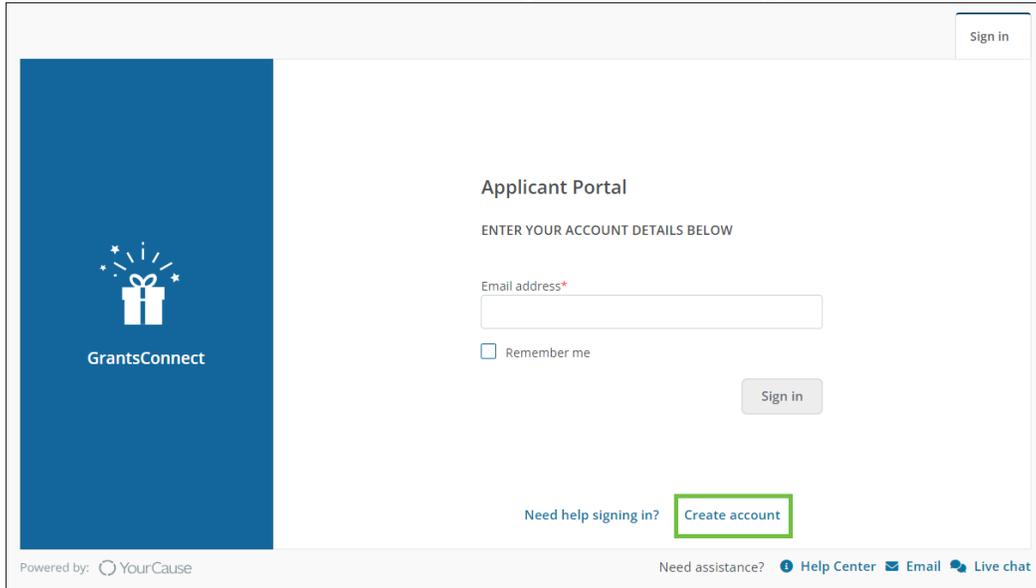


## Create Your GrantsConnect Account

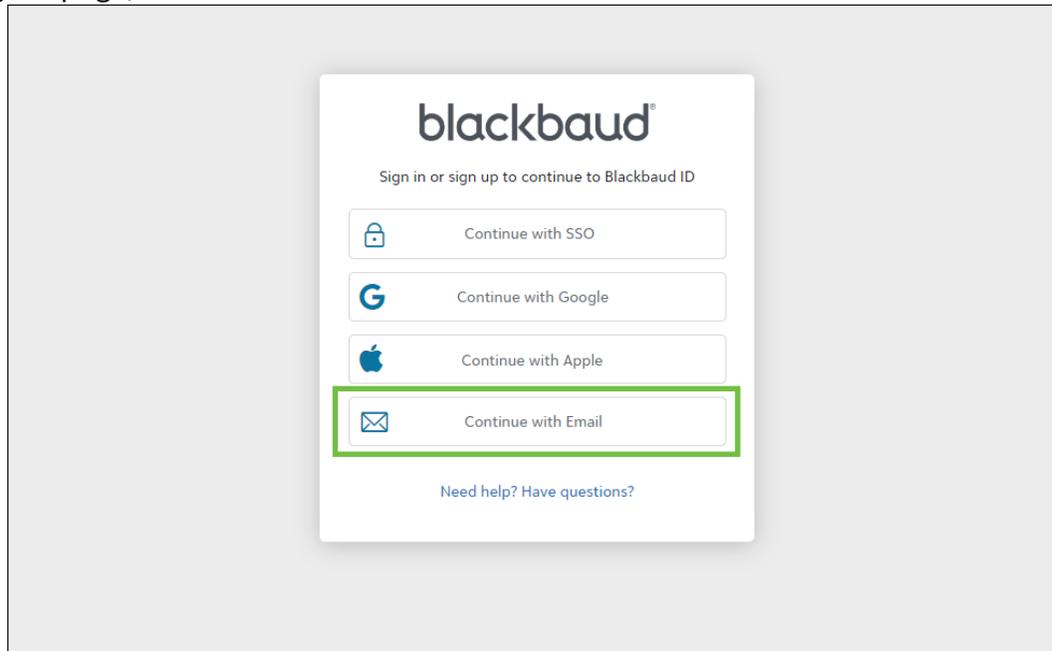
You must have a GrantsConnect account before you can apply for funding. Account authentication is [managed through Blackbaud ID](#).

1. **Navigate to the [Kinsmen Foundation- Funding for Individuals](#) applicant portal.**



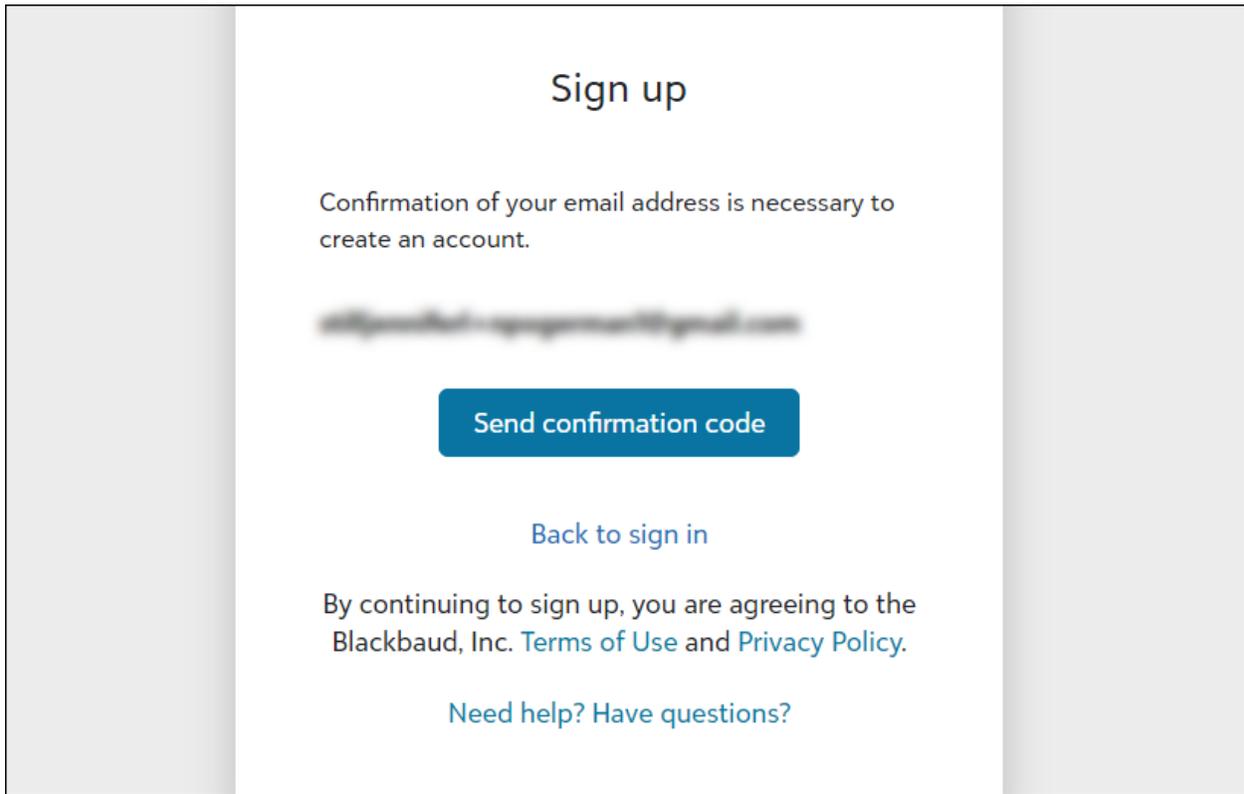
The screenshot shows the GrantsConnect Applicant Portal. On the left is a blue vertical banner with the GrantsConnect logo (a gift box with stars) and the text "GrantsConnect". The main content area is white and contains the following elements: a "Sign in" button in the top right corner; the heading "Applicant Portal"; the instruction "ENTER YOUR ACCOUNT DETAILS BELOW"; an "Email address\*" input field; a "Remember me" checkbox; a "Sign in" button; a link "Need help signing in?" followed by a "Create account" button (highlighted with a green box); and a footer with "Powered by: YourCause" and "Need assistance? Help Center Email Live chat".

2. **Click on Create account.**
3. On the Sign In page, select **Continue with Email**.



The screenshot shows the Blackbaud ID sign-in/sign-up page. It features the "blackbaud" logo at the top, followed by the text "Sign in or sign up to continue to Blackbaud ID". Below this are four buttons for different sign-in methods: "Continue with SSO", "Continue with Google", "Continue with Apple", and "Continue with Email" (highlighted with a green box). At the bottom, there is a link "Need help? Have questions?".

4. **Enter your email** in the Email address field and then Continue.
5. Before you can set your password, you'll be prompted to confirm your email address by entering a confirmation code. **Click Send confirmation code to continue.**



6. Blackbaud will send a code to your email address.
  - Retrieve it from the Verify your email address email sent by Blackbaud <noreply@blackbaud.com>. **Enter it in the field on the Sign up page and then click Confirm.**

**Warning:** Do not close the Confirm Your Account page to check your email. Instead, **open your inbox in a new tab** in your browser.

**Note:** If you do not receive your confirmation email, please contact the [Kinsmen Foundation](#)

7. After confirming, you can finish setting up your account by entering your password and name.
  - Your password must contain at least 12 characters
  - And 3 of the following: lowercase letter, capital letter, number or special character
8. Click Sign up to finish setup and return to GrantsConnect. This may take a few moments to refresh.