

For Parents: Logging into myPueo

All parents of the Mid-Pacific community now uses Blackbaud ID (BBID) which uses your email to log into the myPueo website. Your parent login was created upon inquiring about applying or applying to Mid-Pacific.

 The email used for BBID must be a **unique email address**. In other words, two separate parents/guardians **cannot share the same email address**.

Parents/guardians that are sharing a single email address will first need to change their email address on their myPueo profile page to a unique email address. **Please do this prior to converting to BBID**. Learn how to change your email address in myPueo [here](#).

 The images used in this guide were created using a desktop web browser. If you are using a mobile device, the images may not exactly match what you see.

 To create your BBID, first answer this question: **Does your email account use Google for email OR end with @gmail.com**

Most Google accounts end with @gmail.com, **but if your company uses Google for their email, choose YES below**. Example: Mid-Pacific uses Google for email but ends with @midpac.edu.

If Yes choose #1 in Table of Contents.

If No choose #2 in Table of Contents.

Table of Contents

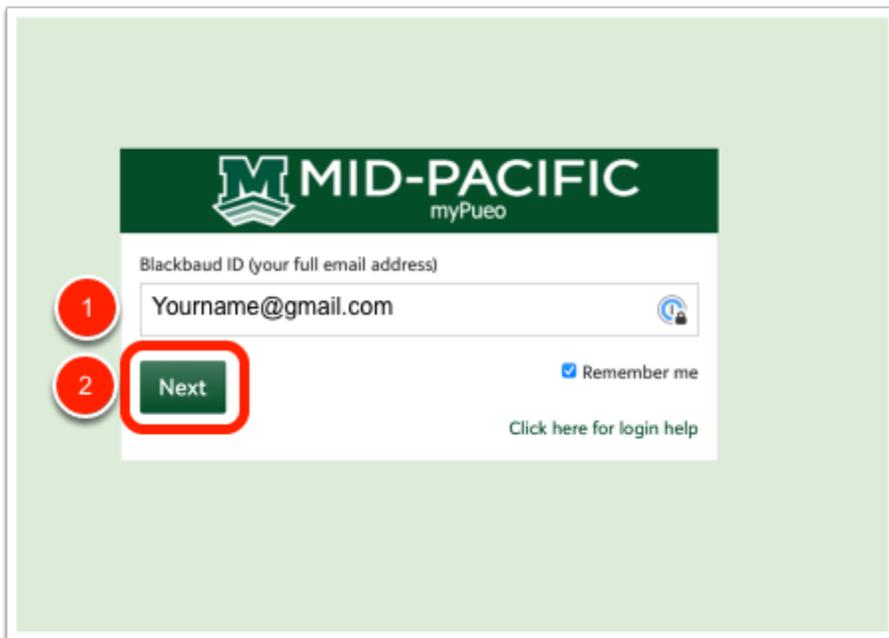
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1. Logging into myPueo with Blackbaud ID using your Google/Gmail Account

- ! Most Google accounts end with @gmail.com. However, if your company uses Google for their email, it's essentially a Google account. Example: Mid-Pacific uses Google for email but ends with @midpac.edu. Please use this section to learn how to sign in with your Google account.

Use a web browser and navigate to <https://midpac.myschoolapp.com/>.

1. Enter your Google/Gmail address.
2. Click **Next**.



3. **Scroll to the bottom of the page**, even if your google email address is showing in the email address field. Tap/click **Sign up with Google** button at the bottom of the page.

blackbaud

Sign up

Email address

Password

Must contain at least 12 characters and 3 of the following:

- Capital letter
- Lowercase letter
- Number
- Special character (!, @, #, etc.)

Confirm password

First name

Last name

By continuing below, you are agreeing to the Blackbaud, Inc. [Terms of Use and Privacy Policy](#).

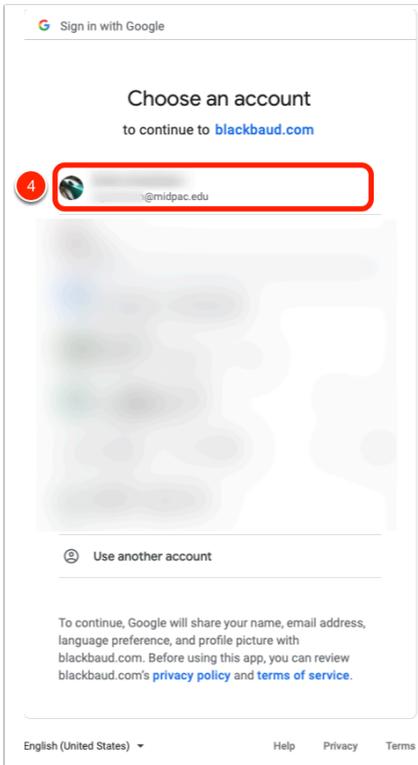
Sign up

3  Sign up with Google

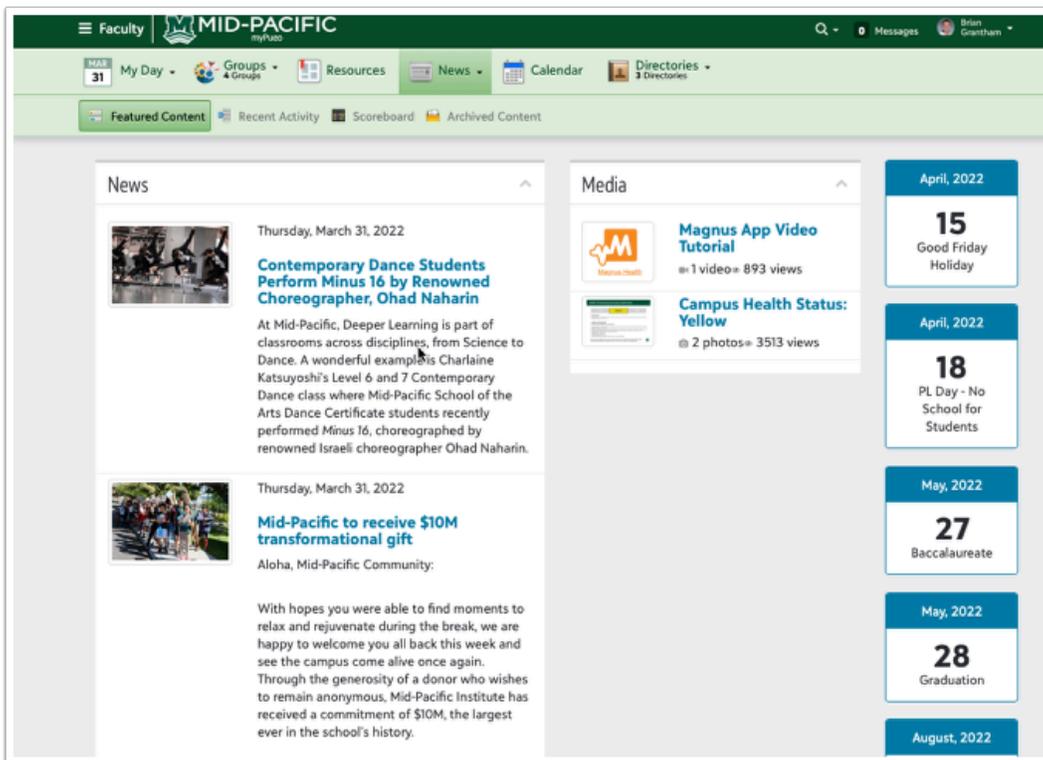
Already have an account? [Sign in](#)

[Need help?](#)

4. If you aren't already signed in, you will be prompted to type in your Google email address and password.
If you're signed in, tap/click on **your Google email account** to select it to use with Blackbaud ID.



5. When you see a screen similar to the one below, you have successfully signed in to myPueo with Blackbaud ID.



2. Logging into myPueo with Blackbaud ID Using non-Google Email Account

Use a web browser and navigate to <https://midpac.myschoolapp.com/>.

1. Enter your email address (Yahoo, Hotmail, Roadrunner or any email other than Google)
2. Click Next



3. Your email address should be pre-populated in the email address field. **Create and confirm a strong password.** Also, enter your first and last name in the fields provided.

💡 Create a password that meets the listed criteria: **At least 12 Characters and 3 of the following:**

- Capital Letter
- Lowercase letter
- Number
- Special Character (!, #, %, etc.)

4. Tap/Click **Sign up**.

Sign up

Email address
@yahoo.com

3 Password
Must contain at least 12 characters and 3 of the following:
- Capital letter
- Lowercase letter
- Number
- Special character (!, #, %, etc.)

Confirm password

First name

Last name

By continuing below, you are agreeing to the Blackbaud, Inc. [Terms of Use](#) and [Privacy Policy](#).

4 Sign up

or

Sign up with Google

Already have an account? [Sign in](#)

[Need help?](#)

5. If you see a screen similar to below, you are now successfully signed in.

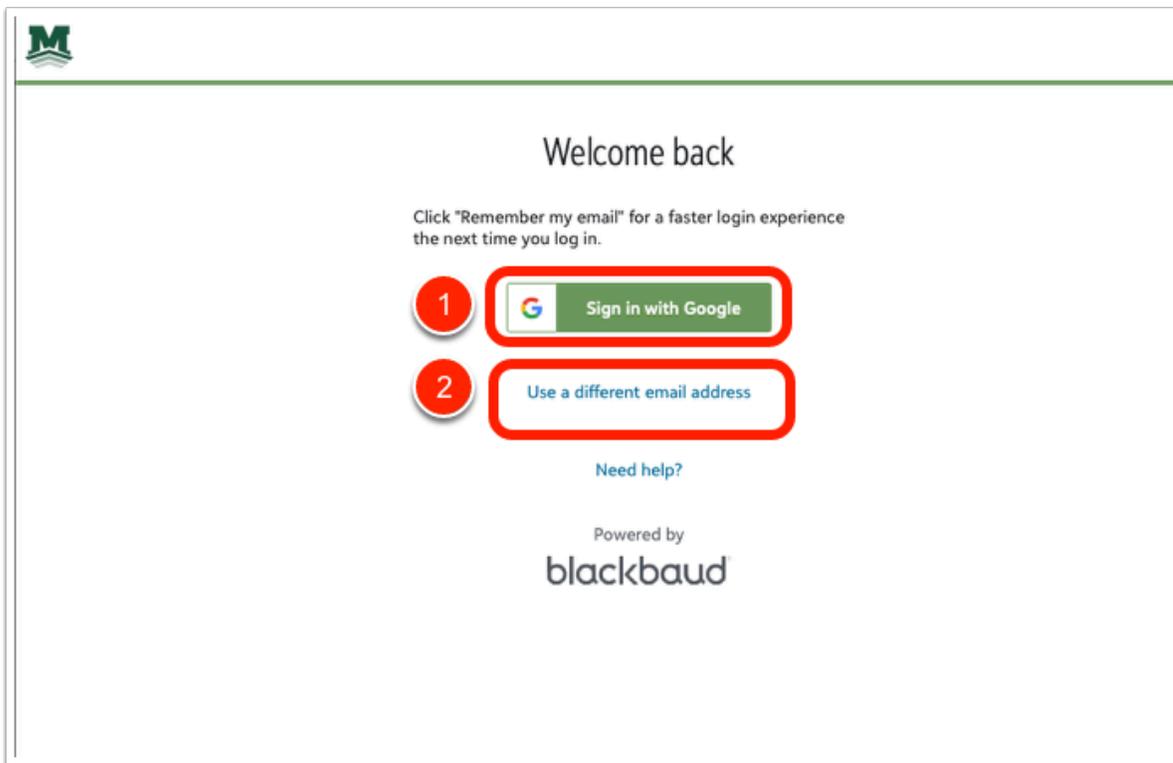
The screenshot shows the myPueo dashboard with a green header. The navigation bar includes 'Faculty', 'MID-PACIFIC myPueo', search, 'Messages', and 'Brian Grantham'. Below the navigation bar are tabs for 'My Day', 'Groups', 'Resources', 'News', 'Calendar', and 'Directories'. A secondary bar contains 'Featured Content', 'Recent Activity', 'Scoreboard', and 'Archived Content'. The main content area is divided into three columns: 'News', 'Media', and a calendar. The 'News' column features two articles: 'Contemporary Dance Students Perform Minus 16 by Renowned Choreographer, Ohad Naharin' and 'Mid-Pacific to receive \$10M transformational gift'. The 'Media' column shows 'Magnus App Video Tutorial' and 'Campus Health Status: Yellow'. The calendar column displays dates for April 2022 (15 Good Friday Holiday, 18 PL Day - No School for Students) and May 2022 (27 Baccalaureate, 28 Graduation).

3. How to log back in to myPueo after setting up Blackbaud ID

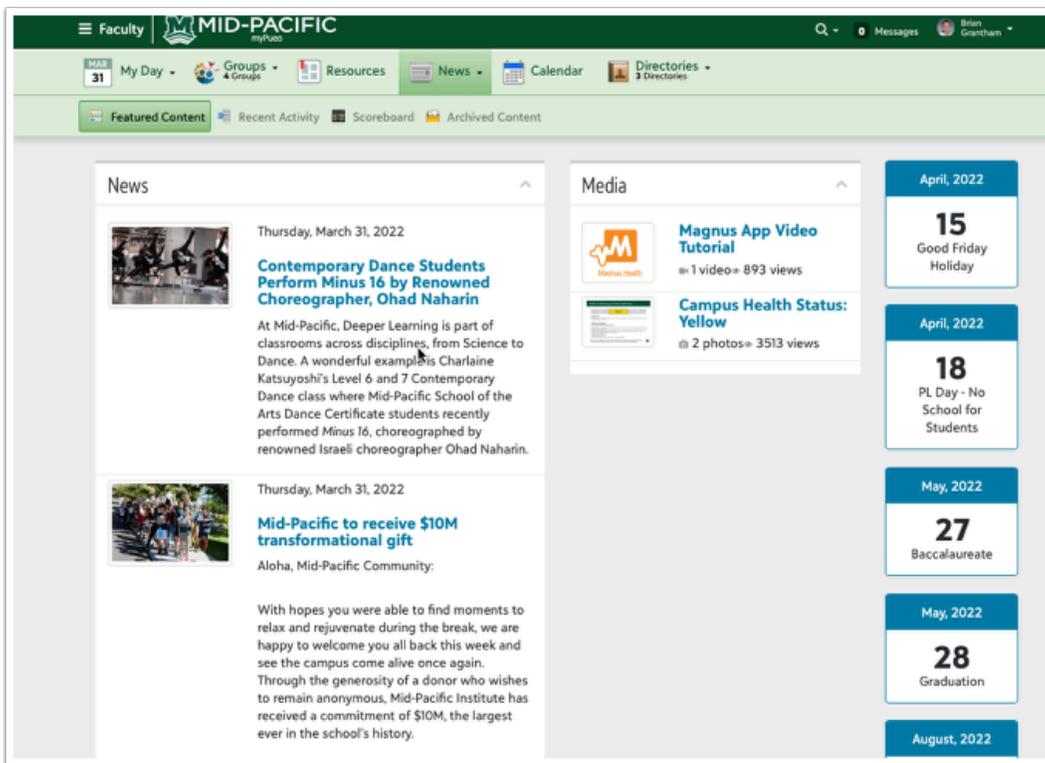
After logging out of myPueo, you will see a splash screen where you can log back into myPueo.

1. Google users: Tap/click **Sign in with Google** and use your Google email credentials to log in
or
2. Non-Google users: Tap/click **Use a different email address** for a non-Google account

If you don't see the screen below, don't worry! You can sign in again by going to <https://midpac.myschoolapp.com/> in your web browser.



3. When you see a screen similar to the one below, you have successfully signed in to myPueo with Blackbaud ID.



 If you tap/click **Remember Me**, your email address will be auto-filled in the username field the next time you sign in.

Hints and Tips

 Bookmark the URL for myPueo, so you'll always be able to sign in again:

<https://midpac.myschoolapp.com/>

- myPueo will automatically log you out of the account with no activity after 59 minutes.

If you have previously saved your myPueo username and password credentials in your web browser, you should delete them to avoid confusion when signing in with Blackbaud ID. Learn how to delete previously saved username and password credentials below:

- **iPad / iPhone:** go to *Settings* > *Passwords*. Next, search for `midpac.myschoolapp.com`, then delete the saved credentials.

- **Safari (Mac/PC):** launch Safari, then go to *Preferences > Passwords*. Next, search for `midpac.myschoolapp.com`, then delete the saved credentials.
- **Chrome (Mac/PC):** launch Chrome, then go to *Settings > Autofill > Passwords*. Next, search `midpac.myschoolapp.com` and click the elliptical dots and Remove password
- **Firefox (Mac/PC):** launch Firefox then go to *Preferences > Privacy & Security > Logins and Passwords > Click Saved Logins...* then search for `midpac.myschoolapp.com`, then delete the saved credentials.
- Be sure to also update your Password Manager if you use one.

 If your previous auto-filled username and password persist, **clear the cookies/cache or website data** by using the guides below:

- [Safari guide](#)
- [Firefox guide](#)
- [Chrome guide](#)