

## HOW TO LOG IN TO RAISER'S EDGE

### What you need:

Leader login and password

Your own login and password

Citrix Workspace installed on your computer (available for free here): <https://www.citrix.com/downloads/workspace-app/>

Navigate to this link in your browser:

[https://login2.blackbaudhosting.com/Citrix/BBH/auth/login.aspx?CTX\\_MessageType=WARNING&CTX\\_MessageKey=NoUsableClientDetected](https://login2.blackbaudhosting.com/Citrix/BBH/auth/login.aspx?CTX_MessageType=WARNING&CTX_MessageKey=NoUsableClientDetected)

# blackbaud®

## Blackbaud Hosting Services


**Log In**

This system is the property of Blackbaud, Inc. Use of this system and any services contained within is limited to employees of Blackbaud, Inc. and authorized clients. Use of this system constitutes consent to security monitoring and testing.

User name:

Password:

Domain:

 The Web site cannot find the required software on your computer. If you need help, contact your help desk.

Here you will put in the leaderadmin user name and password. For the most current password click here:

<https://www.llli.org/ada-anda-portal/> (You must be logged in to LLLI.org to access the portal)


When you are logged into the Blackbaud Hosting Services, click on this icon:

## Blackbaud Hosting Services


**Applications** | Content

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**Main**



Blackbaud Crystal Reports - RE



The Raisers Edge - 796



The Raisers Edge - BBNC Plugin

Hint: Unable to find the resource you need? Use Search to locate it for you.

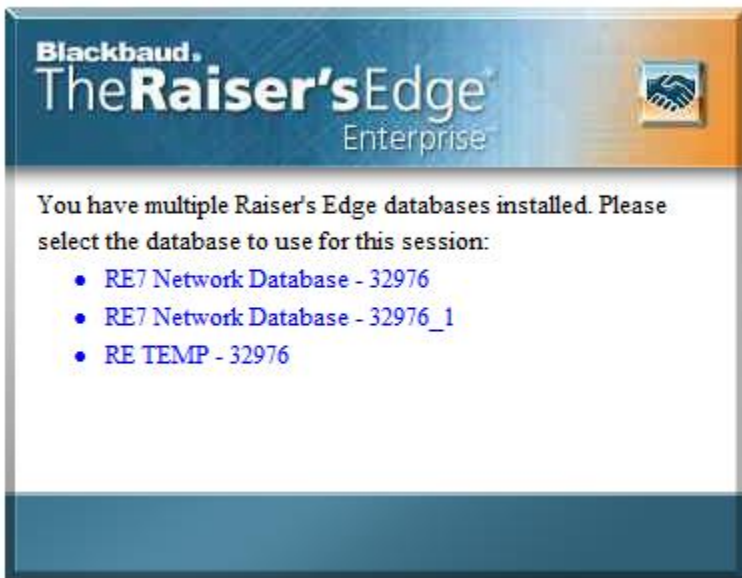
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When you click on the icon it will download a file. This has to happen every time you want to enter the database. It is a .ICA file and is kind of like an airline ticket. It helps you to board the airplane that is going to the Raiser's Edge Database-Town.

Once the file downloads, open the file. You need special software to open the file, the Citrix Workspace program. If you have already installed this program then it will know what to do when you run the file. Ignore any other popups except for the ones mentioned below.

If needed the special software is called Citrix Workspace and is a free program available in the Microsoft Store.

Once you click on the file to open it, give it a moment to do its stuff, then this box appears:

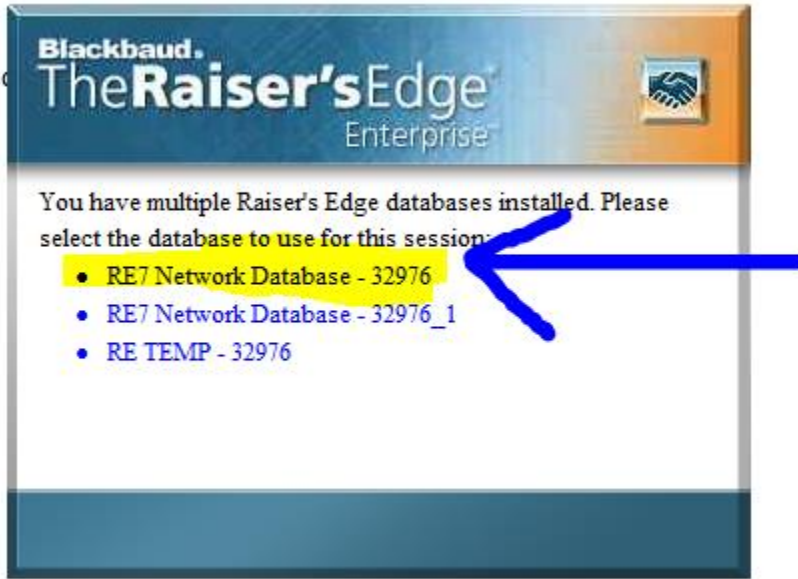


If you don't see it, look to see if this icon is on your menu bar



## HOW TO LOG IN TO RAISER'S EDGE

Click on the highlighted link in the box:



Once you click on the top link you will then be asked to provide your personal login for Raiser's Edge:



Click on the right facing arrow.

Once you do you will then see this window and you are now in Raiser's Edge.

