

Wheeler/Hamilton Contract Access Directions

1. Go to the Wheeler website (www.wheelerschool.org) and click on "LOGIN" in the top right corner of the page.

- **Returning families**, please use your parent/guardian login credentials to access your new student contract.

- **For families new to the Wheeler community**, you will receive an email from Blackbaud with instructions for your account set up. (Blackbaud ID)

2. Enter your **email address** and **password**. **You will be locked out if you make three incorrect log-in attempts, so if you don't remember your log-in information you should:**

- Click on the link that says "Forgot how or need help logging in?"
- Follow the instructions in the email you receive from Blackbaud.

Once your account has been created and you have entered the Blackbaud platform, you should see a **yellow bar at the top of the screen and a link that says, "You have 1 Contract(s) to review."** Click on this link to access the enrollment contract. You will be prompted to initial consent to electronically sign the contract.