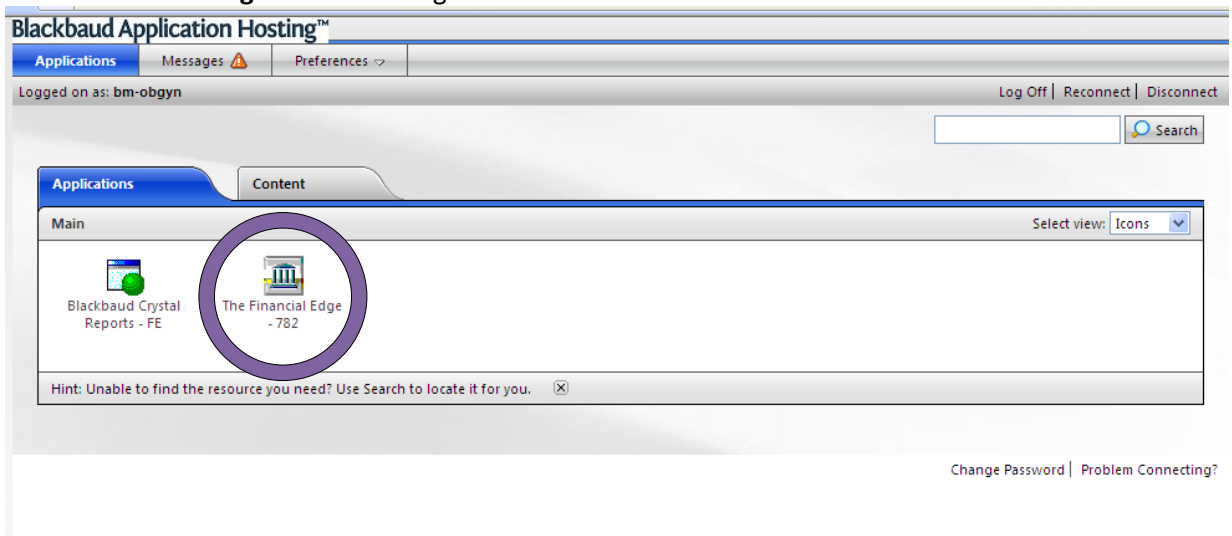


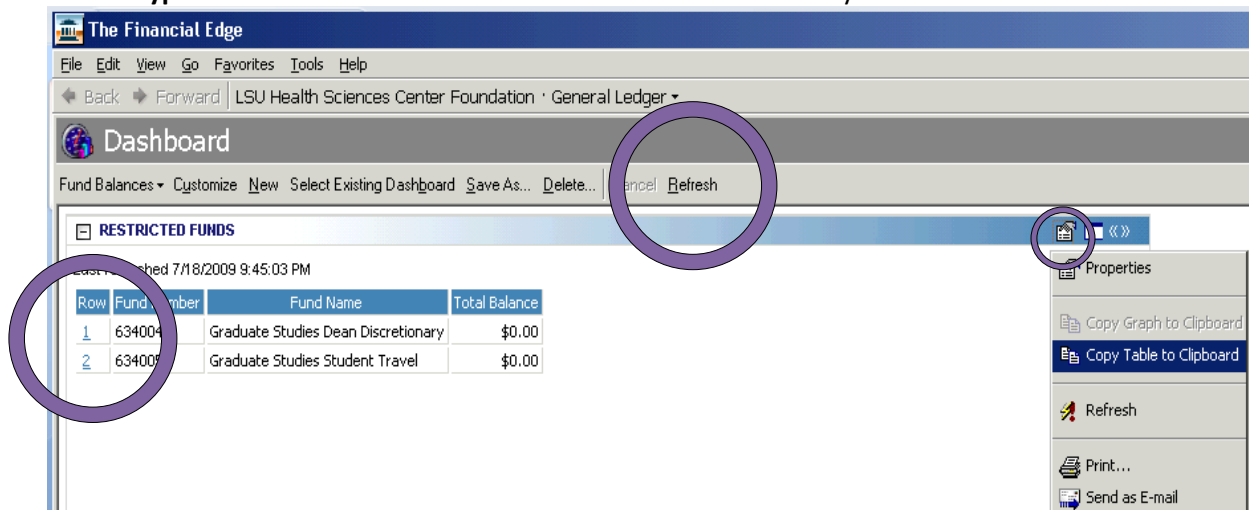
LSU Health FOUNDATION NEW ORLEANS

Instructions to access Blackbaud Application Hosting

1. Go to the **LSU Health Foundation website** located at www.LSUHealthFoundation.org
2. Click on **Reports** in the menu bar.
3. Click **Blackbaud Application Hosting** to access the new system.
4. Log on
 - a. User name – Enter your **user name**.
 - b. Password – Enter your password **preceded by "LSU\$"**. Your password is **CASE SENSITIVE**.
 - c. Domain – make sure **"blackbaudhost"** is selected.
5. Click **Log On**
6. Click on **The Financial Edge** icon on the right.



7. **Be patient** while the system launches the application. This can take up to one minute.
8. Your **Dashboard** will now appear.
9. Click **Refresh**. You must refresh this screen each time in order to view current information.
10. To print or copy fund list and balances to Excel, click **Panel Options icon** and select **Print** or **Copy Table to Clipboard** on each panel. Open Excel and paste.
11. Click on the **hyperlinks** in the first column to view individual fund activity.



12. Once you have accessed an individual fund, double-click on the **Revenues line** or the **Expenses line** which will drill into the detail associated with that line. You can drill down to the individual invoice from these screens.
13. **Click File, Exit and Sign Out** when finished with your session.