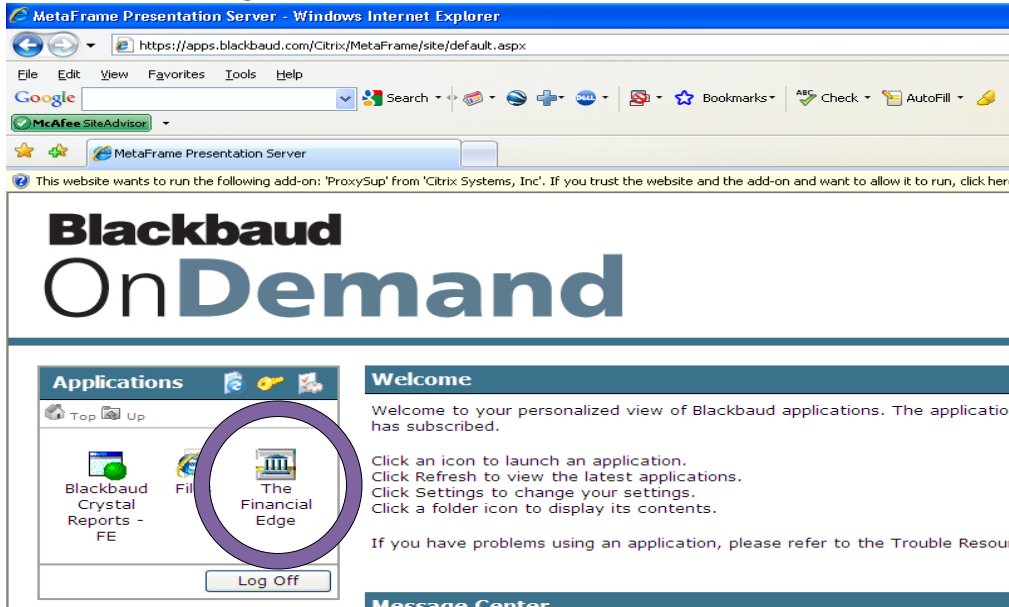

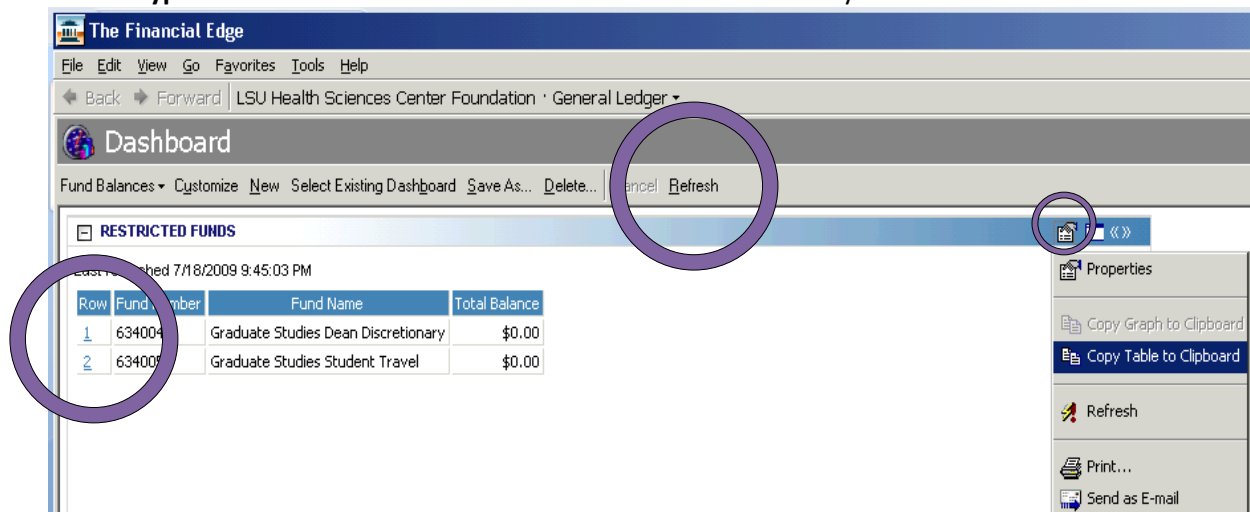


Instructions to access Blackbaud OnDemand

1. Go to the **LSUHSC Foundation website** located at www.lsuhsfoundation.org
2. Click on **Reports** in the menu bar.
3. Click on the link to view current activity for periods **after 7/1/09**.
4. Click **Blackbaud OnDemand** to access the new system.
5. Log in
 - a. User name – use your **same user name** that you previously used in the prior system.
 - b. Password – use your same four digit password **preceded by “LSU\$”**. For example, if your password was 1101 then your new password will be LSU\$1101. **The new password is CASE SENSITIVE.**
6. Click **Log In**
7. Click on **The Financial Edge** icon on the left.



8. **Be patient** while the system launches the application. This can take up to one minute.
9. Your **Dashboard** will now appear.
10. Click **Refresh**. You must refresh this screen in order to view current information.
11. 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.
12. Click on the **hyperlinks** in the first column to view individual fund activity.



13. 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.
14. **Click File, Exit and Sign Out** when finished with your session.