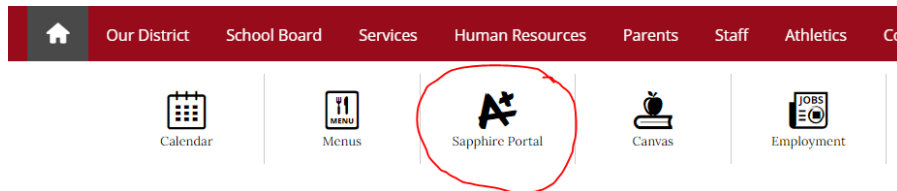




Bermudian Springs School District Sapphire Community Web Portal Instructions

1. Go to Bermudian Springs School Website: www.bermudian.org. and select **Sapphire Portal**, located on the home page.



2. You will be redirected to the Community Web Portal Welcome page, then select **Create a Sapphire Community Portal account**, located beneath the login area.

Bermudian Springs School District

You have been logged out

Username

Password

Login

Forgot your password?
Create a Sapphire Community Portal account

3. You will then be redirected to the “Account Application for Bermudian Springs School District.” Enter the keyword **Eagles** and click **Continue**.
4. You will then be redirected to the “Acceptable Use Policy.” Click **the checkbox** and **Continue** at the bottom of the screen.
5. You will then be redirected to the Sapphire Community Web Portal Application. **Please complete all information with the most accurate and current information you have. We recommend that you write down the login information you created.**
6. Once the form is completed click **Continue**. **Once your application has been approved, you will receive an email informing you that your account is now active.**