Creating a Parent Account
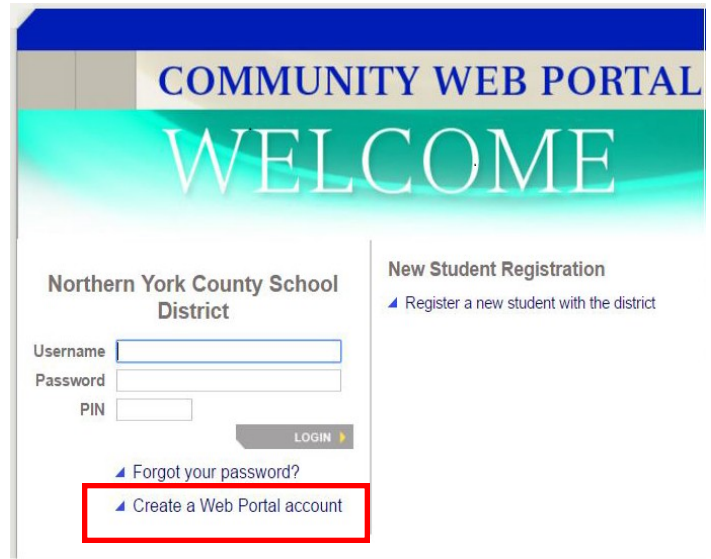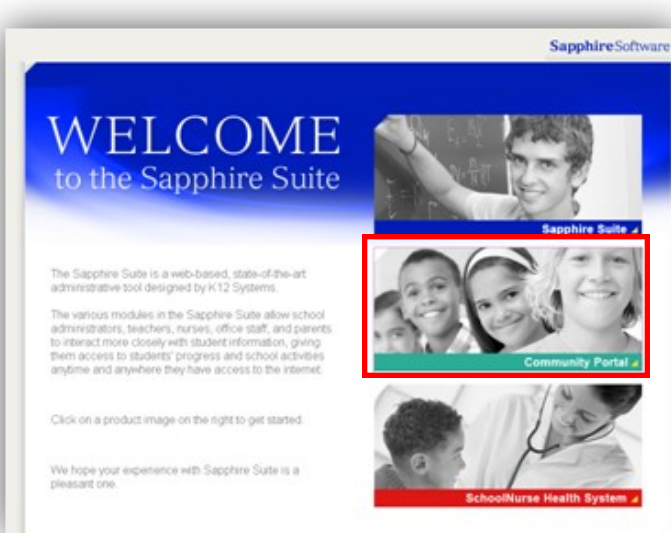### Northern York County School District

The Northern York County School District Community Portal allows parents and students to access grade and attendance information. Parents are able to create a single parent account to view all of their child(ren)'s information.

Below are the steps to create a parent account:

To create a parent Community Portal account, launch your web browser and enter the URL in address bar: http://sapphire.nycsd.k12.pa.us
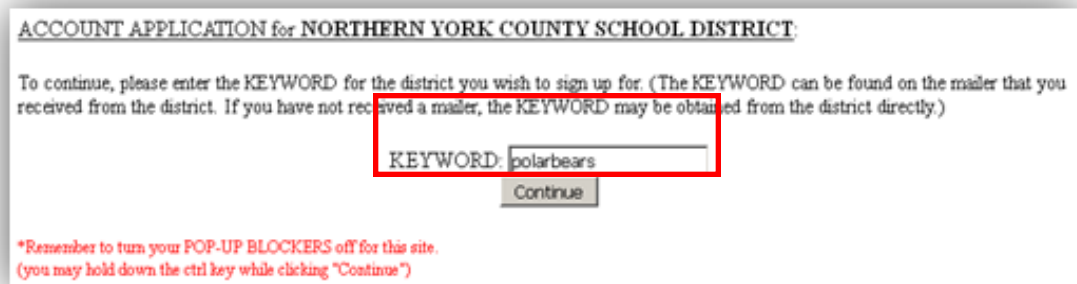
Click on **Community Portal**

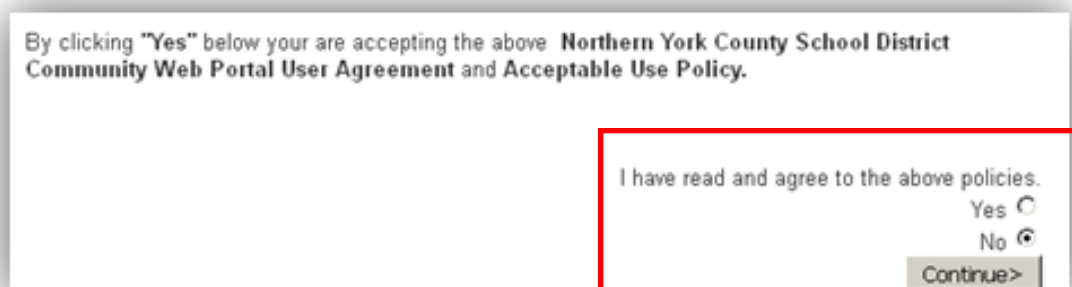On the welcome page click on Create a Web Portal Account

You will be prompted to enter a keyword to sign up for the NYCSD Community Portal. The keyword is "**polarbears**."

Click Continue

Read the Acceptable Use Policy and instructions for creating the account. Agree to the policies by clicking "Yes" or "No" and click Continue. Please note: you will not be able to create an account if you do not agree with the polices contained in the AUP.

The next screen shows the Community Web Portal application.

Fill in all required information on the **Family Information** section as denoted by the red asterisk (*).

The **Children Information** section allows you to specify the children for whom you have a right to access grading and attendance information. You must enter their first name, last name, date of birth, grade, and school. All of these field are required.

You will then create your username and password for the Community Web Portal and a security question to verify your identity.

Click "**Save Form and Continue**"

The next window confirms all information that you entered into your application.

While there is a link to print this form, Northern is not requiring parents to mail a printed copy to the District office for verification.

You will receive an email confirming that you have requested an account with the Community Web Portal. This email will be sent to the email address that you entered on your application*. Once your application has been approved, a second email will be sent to you that will contain a **PIN number**. Use the PIN number along with the username and password you created to log into the Community Portal.

If you do not receive the confirmation email, please check your SPAM before emailing SapphireHelp. Some email addresses tend to go directly to SPAM (i.e. Yahoo)

To login to your parent Community Portal account

Once your account has been approved and a confirmation email containing your PIN has been received, launch your web browser and enter the URL in address bar: http://sapphire.nycsd.k12.pa.us

Click **Community Portal**

Enter your username and password that you created on your application as well as the PIN number from your confirmation email.

Click login

If you experience problems logging in to the Community Portal, please email:
Sapphirehelp@nycsd.k12.pa.us for assistance.

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