

Creating a Parent Account

Northern York County School District

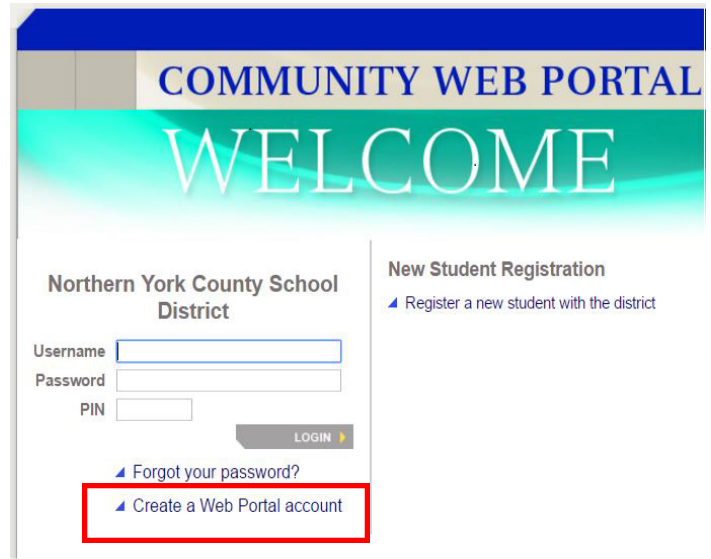
The Northern York County School District Community Portal allows parents and students to access grade and attendance information. Parents are able to create a single parent account to view all of their child(ren)'s information.

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

ACCOUNT APPLICATION for NORTHERN YORK COUNTY SCHOOL DISTRICT

To continue, please enter the KEYWORD for the district you wish to sign up for. (The KEYWORD can be found on the mailer that you received from the district. If you have not received a mailer, the KEYWORD may be obtained from the district directly.)

KEYWORD: polarbears

Continue

*Remember to turn your POP-UP BLOCKERS off for this site.
(you may hold down the ctrl key while clicking "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.

By clicking “Yes” below you are accepting the above Northern York County School District Community Web Portal User Agreement and Acceptable Use Policy.

I have read and agree to the above policies.

Yes

No

Continue>

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.

To gain access to your child's information through the Sapphire Community Web Portal, this form must be filled out and submitted electronically. By completing this application you are agreeing to the Northern York County School District Community Web Portal User Agreement and Acceptable Use Policy.

Sapphire Community Web Portal Application

School District: Northern York County School District
Current School Year: 2014
Contact Name: Stephen Briotte
School District's Community Portal Help Desk Phone Number: 717-432-8691

Family Information

Applicant (Last) (First) (Street, Courtyard, Clowden, Paster Point)

Name * [John] [Smith] [Role] * Parent

Address 1 * 123 Main Street

Address 2: Apt. B

City * [Dillsburg] [State] * Pennsylvania

Zip Code * [17019]

Home Phone * [717-432-1234] Work Phone * [717-766-1234] Cell Phone * [717-576-1234]

E-Mail * [jsmith4321@gmail.com]

Children Information

Child #	First Name*	Last Name*	Date of Birth* (MM/DD/YYYY)	Grade*	School*
Child 1	Joseph	Smith	09/15/1999	10	Northern High School
Child 2	Mary	Smith	09/20/2010	k	Dillsburg Elementary Sch
Child 3					
Child 4					
Child 5					
Child 6					

Login Information (You will be required to know your Username, Password, and a screen-assigned PIN to access your child's information.)

Username * [jsmith]

Password * [*****]

Confirm Password * [*****]

Sample Security Questions: [In what city or town did your mother and father meet?]

Security Question * [In what city or town did your mother and father meet?]

Security Answer * [Providence]

* Indicates required fields

Save Form and Continue

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.

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

Sapphire Software

COMMUNITY WEB PORTAL

WELCOME

Northern York County School District

If you already have an account, please enter your login information here.

Username [] Password [] PIN [] [Login]

[Forgot your password?](#)

Getting Started

Don't have an account?
[Community Portal Application and Acceptable Use Policy Form](#)

New to the district?
[Click here to register your student](#)

Frequently Asked Questions (FAQ)

This is a good place to look if you are having problems accessing the system or have a question about the Community Portal in general.
[Visit the FAQ](#)

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